PT Internship for the St. Tammany Parish Government

The position is part time up to 20 hours per week during school, with the option to work 37.5 hours during the Holiday break. The rate of pay is $10/hr.

List of Duties and Responsibilities of this position.

· Distribution of all insurance booklets from Assurant and Humana

· Distribution of Retirement agency Summary of Principle Features to all participants

· Purging end of year end files to electronic filing system

· Documentation of HR policies and Procedures with assistance from staff

· Maintaining Employee and Confidential Files

· Recruiting support by scheduling pre-employment/post- offer screenings and physicals

· Clerical support