



VOLUNTEER HUMAN RESOURCES INTERN ANNOUNCEMENT

Position/Grade	HR CLERK– MCCS HAWAII		
Location	HR/TRAINING BRANCH	Open Date	03/13/2017
Type of Appointment	VOLUNTEER	Close Date	04/01/2017
Who May Apply	ALL CANDIDATES		
Hours of Operation	MONDAY-FRIDAY Any times between 8:00 AM TO 3:00 PM		
	<input checked="" type="checkbox"/> Background Check Required		

Don't miss this exciting opportunity as a Human Resources Volunteer Intern with Marine Corps Community Services (MCCS) Hawaii. Spend the next three months in this exciting twelve-week internship program open to all entry-level applicants looking to gain practical HR experience while putting your knowledge and skills to work in the Non-Appropriated Fund (NAF) community. As an MCCS HR Intern, you will learn basic HR skills in support of our fast-paced mission to provide 17 Core Functions to our command. HR Intern will assist HR Technicians with a wide range of projects related to HR Compliance, Recruiting, New Employee Orientation, Employee Benefits, Front Desk phone calls and FAQ's, checking in appointments, File and record keeping.

To qualify:

- *Must be a U.S. citizen *Must already have authorized MCBH access
- *Must be able to pass a criminal history background check
- *Must be eligible to be granted a security clearance
- *Must have great customers service and people skills, general office skills, including a personal computer

To apply:

*Fax or email your resume to MCCS HR/Training Branch (808) 254-488
mccshawaiiapps@usmc-mccs.org.

We are proud to be an EEO organization. For other exciting opportunities with MCCS Hawaii, visit our website at www.mccshawaii.com!