



Human Resources Internship

Academy of Whole Learning (AOWL) is private non-profit K-12 school and credentialed therapy clinic. We provide personalized learning paths integrating academic, social and life skills for qualifying students with autism spectrum disorder or related learning differences. We are looking for a positive, creative individual to assist with the daily operations within our Human Resources Department and assist in projects within our therapy clinic. Reporting to the Human Resource Manager, emphasis will be on general operations of the organization, creating, implementing and analyzing policies and procedures, assisting in the recruiting, hiring and onboarding of new employees, managing current employees' files as well as client files and supporting the completion of administrative responsibilities.

Specific tasks include:

- Analyze staff survey results and create reports summarizing answers
- Manage and track employee forms, licenses, transcripts, professional development/CEU's
- Assist in preparing for an onsite audit with insurance companies
- Research and update policies and procedures
- Posting job opportunities and managing applicant pipeline
- Assist in interviews, hiring, and onboarding
- Updating job descriptions
- Update files on our HR platform
- Develop forms and records as needed
- Assist in the execution of organization involvement in community events.
- Assist with scheduling and billing for therapy clinic
- Assist with special events and projects
- Collecting contact information for related professional, i.e. physician, psychologists, therapists, ABA clinics, etc
- Managing and maintaining applicant files
- Assist supervisors in preparing for employee performance appraisals
- Help cover the front desk and first point of contact to our students/clients/families, including answering phones and emails

As all of our staff and interns serve as models for the students we work with, you must understand and uphold AOWL's values and procedures and act as a positive representative of AOWL with students, families and in the community. You must also maintain confidentiality with information regarding our program participants.

To be qualified for this position, you must be working toward or hold a Bachelor's Degree in Business, Human Resources, Human or Social Services, Non-profit Management, or any discipline relevant to the above duties. In addition, you must have an interest in working with students with learning disabilities and autism spectrum disorders and helping them succeed. You must have excellent written and verbal communication skills, as well as strong organizational skills. You must be able to pass a criminal background check, as well as be familiar with the Twin Cities area.

Internship Schedule: 10-40 hours per week, Monday–Friday between the hours of 8 am and 5pm. We are looking for a minimum time commitment of 4-6 months, with the possibility of more time. The work schedule can be flexible and will be discussed during the interview process.

In this internship position, you will:

- Increase your understanding of human resources, non-profit administration and clinical administration, and working with our leadership team.
- Work on tangible projects that will enhance your resume and portfolio
- Experience working for a non-profit agency in an academic and clinical setting
- Work with our students, teachers, therapists, and administration
- Make a difference in young students' lives as well as their family's

If you believe you are ready for this rewarding challenge, please send your resume, along with a letter describing your interest in this position, and why you feel as though you are the perfect person for this internship to Karla Przybylski, at karla.przybylski@aowl.org.