



Charles Sturt
University

Work Placement Position

Quinlan Consulting Team Human Resources Intern

Quinlan Consulting provide management advisory and consulting services. Our organisation comprises divisions of digital and strategic marketing, accounting, tax, human resources (under EQ People trading name) and business advisory. Our commercial training division provides online training platforms to over 2000 students.

Leveraging our training department's LMS we have a structured learning path for interns. This provides practical learning experience for the first 1-2 weeks before they progress into working alongside our team. Experience has shown us that this fast tracks the intern's confidence and capabilities as they step into the client experience project work.

Our scale and breadth of services enables us to take interns across different functional areas. We often pair interns together on projects helping them establish team building and project management skills and the visibility of how their functional area impacts a wider business.

As a government approved provider of mentoring services, we are funded to support SME businesses. This brings in experience and potential ongoing clients that allow interns to shadow our executive team and obtain unique opportunities to see client facing consulting.

Our model consistently produces high quality and job ready candidates, so much that we have employed a number of them post the internship. The awareness of our model in the marketplace and the education sector attracts top intern talent which fits well into our philosophy of "doing not watching" in our business.

If you feel you have the business acumen and skillset to thrive in leading consulting firm, we invite you into the application and screening process to apply for an internship position with us.

We are offering a great opportunity to an enthusiastic, quick learner to shadow our HR managers. Gaining exposure to screening applicant resumes, sitting in on applicant interviews, and templates and procedures for identifying strong candidate resumes. There is opportunity for voluntary experience in our Human Resources business which could entail research, assisting in FWA questions and collating employee contracts, assisting in L&D material, and exposure to client facing activities.

To find out more, visit quinlanconsultingteam.com and eqpeople.com.au

Subject: **Session 1 (30):** BUS370 (120hrs)

Specialisation: Human Resources

Location: Remote

Availability: Multiple positions

Further information: See summary page below

Email Tom Quinlan (tom@quinlanconsultingteam.com) and include your résumé and 1-minute clip using <https://vocaroo.com>, telling us why you feel this is the right internship for you.

In the body of your email, please also answer the following questions:

How to apply:

- Why are you seeking a non-paid volunteer internship with our company?
- Which suburb do you live in and what is your availability during the week?
- How do you rate your communication skills?
- What is your qualification in Human Resources?
- Describe any previous HR experience.

Closing date:

[Closing Date](#)

Summary:

The Human Resources Intern will assist the HR team in various stages of human resource management. They will be responsible for supporting HR initiatives, conducting market research and analysis on compensation and benefits, and assisting with employee engagement and development.

Key Responsibilities:

- Assist with the recruitment and selection process by reviewing resumes, conducting initial screenings, and scheduling interviews
- Collect quantitative and qualitative data on HR policies and procedures
- Support the HR team in administrative tasks, such as maintaining employee files and updating HR databases
- Assist in organising and hosting employee engagement events and activities
- Create and distribute HR-related communication materials, such as newsletters and bulletins
- Contribute to the development of HR policies and procedures
- Perform market research and analysis on compensation and benefits
- Monitor employee performance and provide feedback to management
- Assist in developing and delivering employee training and development programs
- Prepare reports on HR metrics and analytics

Requirements:

- Currently enrolled in a human resources or related degree program
- Strong desire to learn along with professional drive
- Ability to think outside the box; creative
- Ability to work independently and in a team
- Solid understanding of different HR practices and techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Tech-savvy
- Familiarity with HR computer software and online applications (e.g., HRIS, performance management systems)
- Passion for the HR industry and its best practices
- Current enrolment (or completed) a HR-related Bachelor's or Master's degree

Working Conditions:

- The HR Intern will work from the company's office or remotely, depending on the company's policies and the intern's preferences
- The intern may be required to work some evenings or weekends, depending on the company's schedule
- This is an unpaid internship, but the intern will gain valuable experience and knowledge of HR practices in the industry

Benefits:

- Gain real, relevant experience to put on your resume
- An opportunity to trial the type of HR career you want

- Build and expand your professional network
- Development of your communication skills and confidence
- Exposure to various online tools which modern-day HR professionals use
- Learn how a business works and where/how HR fits in
- Increases your employability through skills development and experience
- An opportunity to gain references and endorsements