OD/HR INTERNSHIP: New York City

Company: Retensa   **Industry**: Talent Management Consulting

Department: Talent Management Services   **Contact**: careers [at] retensa [dot] com

Position Title: Talent Management Intern (NYC)

Who We Are: Retensa is internationally recognized by ABC News, *Forbes*, *The Wall Street Journal*, *BusinessWeek*, and *The New York Times* as a leader and innovator of Employee Retention Strategies and HR Technology. This management consulting firm provides Talent Management services and online software to clients in 44 countries in 12 languages. With a vision of "Creating workplaces where every employee is engaged by what they do, and inspired by who they work for", Retensa helps employers reduce staff turnover, improve morale, and mine HR data to develop a high performing workforce.

What We Believe: Retensa internships are a way we collaborate with future leaders while you enhance your career and personal growth at an accelerated rate. As an intern at Retensa, you will be at the forefront of Management Consulting, Cloud-based Technology, Predictive Analytics, and Organizational Development. Your effort can help up to 1 billion employees in 1 million companies worldwide.

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What You Will Do: You will gain real-world experience working as part of our Talent Consulting team while applying your knowledge of organizational development topics. You will engage in strategic cross-functional activities including Organizational Assessments, Employee Surveys, Training development, HR Metrics, Recruiting, Team Building, HR Trend Analysis, and/or HRIS Management. Our structured program also helps to strengthen leadership and team building skills as well as give you client-facing experience. This is an unpaid/volunteer internship for approximately sixteen weeks. *High performing individuals have received a job offer for a paid position.*

This is not a filing and copying internship.

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Qualifications:

This is a challenging internship for highly motivated students. Retensa internship candidates should be hard working, enthusiastic, and resourceful undergraduate Seniors or Masters/Ph.D. candidates in either *Organizational Communication/Behavior, Business Management (HR Concentration), Human Resource Management,* or *Industrial/Organizational Psychology programs.* Minimum 3.0 GPA. Windows 7, MS Office, Internet research skills are key. Your good project management skills with the ability to juggle multiple projects in a fast-paced environment will be very helpful.

Must have prior business/office experience and 1 direct experience in Organizational and/or HR area.

We are looking for applicants who recognize their skills in one of the following areas (or both):

1: Quantitative Skills	• Advanced Excel skills (to include solid knowledge of managing and manipulating large data files, organizing data, pivot tables, etc…)
	• Working knowledge of SPSS, Minitab, or similar statistical package
	• 1+ years data mining and/or data analytics experience
	• Great attention to details
2: Qualitative Skills	• Excellent written and verbal communication skills
	• Strong interpersonal skills and a collaborative team player
	• Experience in recruiting, training, onboarding, and/or survey design
	• Client service orientation

To apply, please e-mail your cover letter and resume to careers [at] retensa [dot] com. We look forward to hearing from you.

Time: Hours per week: Min 20 – Max 32. Minimum of 3 days/week, part-time/flexible hours available.

Due to the high volume of applicants, we may only be able to contact qualified candidates.