



## Human Resource Internship

TripleTrack, a leader in the Human Resource outsourcing and Work-Life field, and its sister company Just for Kids Before & After School Programs, a non-profit leader in the child care field, have an opportunity for an unpaid part-time Human Resources Intern for the fall semester with our corporate office in Williamsville, NY. Our internship program will offer hands-on experience in a fast paced, ever changing environment. Our HR team will provide an enriched internship experience in recruiting, employee relations, benefits, and Employee Assistance Programs. We prefer interns who would be available for a minimum of 15 to 20 hours per week and we are willing to work with school schedules. Course credit can be offered.

### Requirements:

- Currently in Junior or Senior year of college, majoring in Human Resources or Business field
- The ability to effectively balance multiple projects and meet tight deadlines
- Strong communication skills and computer proficiency in Microsoft Office Suite
- The ability to work well with others and as part of a team

Please forward your resume with a letter detailing your days and hours of availability and reasons for interest in the internship position to Jennifer Balus Palaganas at: [Jennifer@thesynergygroup.com](mailto:Jennifer@thesynergygroup.com).

TripleTrackHR Partners  
Just for Kids Before & After School Programs  
6265 Sheridan Drive, Suite 106, Williamsville, NY 14221  
[www.tripletrackhrpartners.com](http://www.tripletrackhrpartners.com)  
[www.justforkidsonline.org](http://www.justforkidsonline.org)