



Human Resources

Gateways Community Services is a private non-profit corporation created in 1981 to establish and maintain programs and services which promote growth and independence for individuals with developmental disabilities. Gateways provides services to 2,200 individuals. We support persons with disabilities, individuals with chronic illnesses, families coping with autism, and elders in need of care. Gateways Community Services welcomes all students who share an interest in our mission and possess a sincere interest in learning more about our agency and the work we do.

Internship description: This is an opportunity for a student to gain greater exposure to the Human Resources profession, increase their knowledge of employment laws and policies and employee relations. Duties would also include researching and suggesting new ideas to the Human Resources job description, policy and procedure formats as well as assisting with documentation, record keeping and general administrative Human Resources functions.

Skills/Personal Attributes: Confidentiality is a must. The student who is able to take initiative, meet deadlines, can demonstrate good customer service skills and possesses effective communication skills would be ideally suited to this internship. The preferred candidate would be someone who can work as part of a team but also be able to take initiative and work independently.

Most internships are available year around to accommodate college/university schedules for interested and qualified students.

For additional information, visit us at www.gatewayscs.org or contact:
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Caring for our Community All Day. All Day. Every Day. For a Lifetime