

Human Resources Intern

The Dime Bank (Honesdale) is looking for a Human Resources Intern for the Summer of 2026. This is a paid internship, and the work hours are approximately 20 per week (days/times are flexible).

Basic Qualifications

Education/Training: Current College Student majoring in Human Resources.

Skill(s): Clearly communicates in English; proficient reading, writing, grammar, and mathematics skills; excellent interpersonal relations and communicative skills; proficient PC skills, including Microsoft Office Suite; working knowledge of the laws, regulations, and practices affecting the human resource management function; visual and auditory skills.

Experience: None.

General Responsibilities

Responsible for performing administrative duties to support the human resource function; coordinating work within the department, as well as with other departments; complying with operating policies and procedures established for the human resource function; communicating with appropriate personnel; responding to inquiries or requests for information; maintaining appropriate records and providing assigned reports.

Essential Duties

1. Performs clerical and administrative duties to support the human resource function of which the following are illustrative:
 - a. Creates and maintains personnel files to ensure accurate records concerning applications for employment, hiring, training, terminations, and related information. Transfers all paper documents to electronic format.
 - b. Performs other Human Resources duties as assigned by the Human Resources Manager.
2. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the workplace.

3. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness and the Bank's compliance with all regulatory requirements.
4. Coordinates specific work tasks with other personnel within the department as well as with other departments to ensure the smooth and efficient flow of information.
5. Communicates with management and staff personnel in order to support customer service and strategic goals and activities.

Ancillary Duties

1. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

Job Location

Support Center
1055 Texas Palmyra Highway
Honesdale, PA 18431

Equipment/Machines

1. Telephone
2. PC/Computer keyboard
3. Multi-Function Device (Printer, scanner, copier, fax)
4. Calculator

To apply: Email Resume to lmatytlewicz@thedime.bank