



**TOWNSHIP OF PLAINSBORO**  
**NOTICE OF VACANCY**

**DATE: May 10, 2017 – Position Starting August, 2017**

**TITLE:** Part-Time Human Resource Intern (6-10 hrs per week)

**WORK HOURS & SCHEDULE:** Flexible- during business hours M-F 8:30 am – 4:30 pm

**DEPARTMENT:** Human Resources

**SALARY:** \$10 per hour

**DUTIES DESCRIPTION:**

This is a part-time hourly position which will focus on filing and records management for the Human Resource Office. Confidentiality is a key component of this position.

**REQUIREMENTS:**

- H.S. Diploma or equivalent
- Prefer college student with human resource major or related field
- Previous work experience in an office environment is helpful
- Successful candidate will undergo background check including criminal history and drug screen
- Must be New Jersey resident

Further clarification and/or questions may be directed to [humanresources@plainsboronj.com](mailto:humanresources@plainsboronj.com)

**TO APPLY:** Submit letter of interest and resume to Human Resources via email  
([humanresources@plainsboronj.com](mailto:humanresources@plainsboronj.com))

**THE TOWNSHIP OF PLAINSBORO IS AN EQUAL OPPORTUNITY EMPLOYER**