

RESPONSIBILITY OUTLINE



Job Title	Training and Talent Development and Human Resources Intern		
Department	Training and Talent Development	Pay Status	Hourly
Reports To	Manager Talent Development	FLSA Category	Non-Exempt
Location	Hays		

SUMMARY

Assist the Training and Talent Development and Human Resources departments.

Essential Responsibilities

Training and Talent Development Assistance

Become familiar with Sunflower's development and training opportunities, processes, and administration.

Assist the department in performing a wide variety of tasks to support training and development, including employee development initiatives and leadership programs.

Support eLearning and instructional design functions.

Human Resources

Gain exposure to general HR practices, policies, and processes.

Support various HR functions, including recruitment, employee experience, compliance, and general administrative tasks, as needed.

Support HR initiatives and special projects as needed.

Safety

Sunflower employees are expected to approach their personal safety and their coworker's safety with a positive attitude and commitment. Sunflower employees will maintain the highest level of responsibility and accountability in compliance with all safety policies, practices and procedures to ensure a safe working environment. This includes properly maintaining and caring for applicable safety gear and equipment; identifying, correcting or assisting in resolving safety concerns, including communicating all hazardous conditions; reporting all injuries and near misses immediately to appropriate personnel; and understanding and complying with the Clearance Procedure as applicable.

Culture

Demonstrate personal responsibility and a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all internal policies and procedures of the company to comply with laws, rules, and regulations.

Other Responsibilities

Perform other tasks as assigned or required to support Sunflower's mission and operations.

Qualifications

Education and Experience

Junior or senior in pursuit of bachelor's or master's degree in human resources, organizational development, or related field.

Knowledge, Skills, Abilities

General understanding of human resources, training, and development fundamentals.

Quick learner and able to apply new skills immediately.

Strong organizational skills.

Able to provide presentations to disparate audiences.

Able to work with various types of employees and other contacts.

Self-starter and can work independently.

Able to maintain confidentiality of all types of information.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

Other

Possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Regular and prompt attendance is required.

Able to work overtime, both scheduled and/or unscheduled.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

EEO Category	5	FLSA Exemption	N/A
FLSA Exemption Justification	N/A		

COMPETENCIES

The following competencies describe the required knowledge, skills, and behaviors that contribute to employee performance and organizational success. Please contact the Department of Organizational Development for definitions of each competency.

Core

- Technical Competency
- Respect and Dignity
- Accountability
- Integrity
- Trustworthiness
- Servant Leadership
- Safety

Technical

- Communication
- Decision Making
- Flexibility
- Initiative
- Problem Solving
- Quality
- Team-Oriented
- Technology Acumen

PHYSICAL AND MENTAL REQUIREMENTS SHEET

This outline is not all inclusive but rather serves as a general overview regarding the physical and mental activities required to perform the job.

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

Occasional (0-33% of the workday); **Frequent** (34-66%); **Constant** (67-100%)

Task/Exposure	O	F	C
Standing		X	
Walking	X		
Sitting			X
Climbing			
Crouching			
Twisting			
Reaching above			
Heights over 4 ft			
Confined spaces			
Variable weather			
Cold			
Heat			
Noise over 85 decibels			
Dust/Dirt			
Ionizing radiation			
Chemicals			
Repetitive - Wrist			X
Repetitive - Elbow			X
Other:			

Task/Exposure	O	F	C
Lifting/Lowering			
<10 pounds			X
11-30 pounds			
31-50 pounds			
Carrying			
<10 pounds			X
11-30 pounds			
31-50 pounds			
Pushing			
<10 pounds			
11-30 pounds			
31-50 pounds			
51-75 pounds			
>75 pounds			
Pulling			
<10 pounds			
11-30 pounds			
31-50 pounds			

Comments: Sedentary position consisting of keyboarding and computer work; however, may be called upon to visit work sites to meet with employees. Frequent standing and walking when assisting with face-to-face training.

For the following, indicate if essential to the position:

Mental Requirements	
Works alone	
Repetition	X

Audio/Visual	
Hearing/Corrected Hearing	X
Color discrimination	X

Required Examinations			
Physical Capacity Profile (PCP)		Audiogram	
Level 2		Chest X-Ray	
Level 3		Spirometry	
Level 4		Color	
Level 5		DOT Physical	

A physical may be substituted for a PCP if it is not available.