



# California Institute for Regenerative Medicine, Human Resources Internship

## Description

The California Institute for Regenerative Medicine (CIRM) strives to provide innovative learning opportunities to students of diverse backgrounds and areas of study that are interested in working with a multidisciplinary group that believes in accelerating stem cell treatments to patients with unmet medical needs, through the funding of life saving therapies for patients.

## Responsibilities

### Educational Objective

- The intern will learn standard labor and State of California requirements of job descriptions, for Exempt employment;
- Analysis of position requirements and duties that ensure hiring equity for promotions in place and hiring outside of CIRM;
- How to align job descriptions with compensation structures;
- How to design and facilitate staff training programs.



Under the close supervision of the Human Resource Officer (HRO), the intern will learn about and gain direct experience in:

- Completing in partnership with Hiring Managers, job questionnaires;
- Creating and updating job descriptions, ensuring alignment across the organization;
- Researching labor and State of California requirements for positions;
- In partnership with the HRO, creating a process and communication plan for various Human Resource related activities such as training and recruitment;
- Research and partner with team to design succession planning process.

## Requirements

- Prior experience preferred but not required or educational courses in Human Resources or a similar course of study;
- Attention to detail;
- Ability to maintain confidentiality;
- Other duties as required.
- Strong command of written English language;
- Experience with Microsoft Word and Excel.

## Work Environment and Physical Requirements:

While performing the duties of this position, the employee is frequently exposed to the following:

- Ability to lift up to 35 pounds
- Sit and stand often



## Position Details

**Location:** Oakland, CA

**Hours:** This is an unpaid internship. CIRM will work with your schedule to better benefit the Intern.

We are happy to work with your educational institution to provide credit for this internship. Apply for position directly <https://www.cirm.ca.gov/about-cirm/employment-opportunities>

## How to Apply

Interested candidates please submit:

- Cover letter
- Resume

to [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) or CIRM Search, 1999 Harrison Street, Suite 1650, Oakland, CA 94612. Electronic submissions preferred.

## **Equal Opportunity Employer**

The CIRM is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

## **Reasonable Accommodation**

If you have a disability and need assistance in applying for a position, please contact Human Resources at [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov).