

# Driving decarbonization and digitalization. Together.



## Intern-Human Resources

### Job description

You are a currently an undergraduate or graduate student and are interested in strengthening your knowledge in HR practices and current trends for a full-time, 12-month assignment. You aspire to work across various HR teams within a large global, environmentally friendly organization to further develop your skills. In this role you will support the Americas Diversity & Inclusion as well as the Employee Relations & Investigations team. Through your involvement in these functions, you will also work across other Human Resources teams to obtain valuable exposure to overall HR processes. Allow us to support your growth and development of functional skills and business acumen, while you enter this exciting learning journey towards greater successes! This role is hybrid and requires the Intern to be on site and located in the El Segundo area.

#### In your new role you will:

- Work closely with the **Americas Diversity & Inclusion** Manager, as well as different HR teams and regional stakeholders
- Coordinate and execute core **HR processes** for D&I and other assigned regional HR teams, as needed
- Support regional **D&I projects** to increase visibility and engagement of D&I activities and programs for leaders and employees
- Lead the development and **documentation of governance** and processes related to Employee Resource Groups, program development and other offerings
- Develop functional skills and **business acumen**
- Research current **social demographics** and issues
- Brainstorm creative content for **workshops/panel discussions/learning series** events
- Assist with the creation of **presentations** and other content for website, social media, etc
- Apply knowledge about HR policies, **federal and state employment laws** and regulations to provide guidance to managers and associates
- Enable leaders in various **training topics**, such as performance management & disaster relief,
- Investigate **employee relations incidences** and perform administrative tasks related to such cases; prepare investigation results and communicate with managers and key stakeholders
- Participate in **special projects** and perform other job-related activities, as needed
- Help track, analyze and report on **KPIs and dashboards** for D&I and ERI teams; help identify trends and communicate findings to team managers and other leaders.

### At a glance

Location:

Job ID: **HRC0835366**

Entry level: **0-1 year**

Type: **Full time**

Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search. Alternatively, you can also scan the QR code with your smartphone:

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[www.infineon.com/jobs](http://www.infineon.com/jobs)



- Document your learning journey and conduct a **self-evaluation** at the end of your program.

## Profile

You are best equipped for this task if you have:

- Current status of **enrolled in a Human Resources, Business,** or a related field program (BS required, MS preferred)
- Strong written and verbal **communication skills** (i.e. written communications, public speaking, etc)
- Strong knowledge and interest of **HR practices and current trends**, particularly in the areas of D&I and ERI
- A **Self-motivated**, organized, with **strong analytical skills and strategic mindset**
- Ability to **maintain confidentiality and sensitivity** when managing confidential cases
- The ability to demonstrate an **exceptional drive for results** and accountability of business needs
- Proficient skills in **MS Office (especially Excel, Word, PowerPoint)**
- Creative mindset, with the ability to adapt quickly in a **fast-paced environment**
- Hold yourself to high standards of **ethics and integrity**
- **Spanish speaking** and writing a plus
- Experience in the **Human Resources** field is a plus
- **Self-motivated**, well versed, and excellent in interpersonal communication.
- Strong organizational and **analytical skills** lend well to adapting quickly and driving successful results
- Ability to **work full-time hours**
- Availability for a minimum of **12 months** for program success
- Ability to **work on -site** from our **El Segundo, CA** location in a hybrid status weekly

## Why Us

Infineon designs, develops, manufactures, and markets a broad range of semiconductors and semiconductor-based solutions, focusing on key markets in the automotive, industrial, and consumer sectors. Its products range from standard components to special components for digital, analog, and mixed-signal applications to customer-specific solutions together with the appropriate software.

**We are on a journey to create the best Infineon for everyone.**

This means we embrace diversity and inclusion and welcome everyone for who they are. At Infineon, we offer a working environment characterized by trust, openness, respect and tolerance and are committed to give all applicants and employees equal opportunities. We base our recruiting decisions on the applicant's experience and skills.

We look forward to receiving your resume, even if you do not entirely meet all the requirements of the job posting.

Please let your recruiter know if they need to pay special attention to something in order to enable your participation in the interview process.

[Click here](#) for more information about Diversity & Inclusion at Infineon.

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*Infineon Technologies Americas Corp., is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, family care status, military or veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by local, state, or federal laws.*



*Employment at Infineon is contingent upon proof of your legal right to work in the United States under applicable law, verification of satisfactory references and successful completion of a background check and drug test, and signing all your on-boarding documents.*

*In some instances, if applicable, U.S. export control laws require that Infineon obtain a U.S. government export license prior to releasing technologies to certain persons. This offer is contingent upon Infineon's ability to satisfy these export control laws as related to your employment and anticipated job activities. The decision whether or not to submit and/or pursue an export license to satisfy this contingency, if applicable, shall be at Infineon's sole discretion.*

#LI-MM

**Infineon Technologies takes data privacy and identity theft very seriously. As such, we do not request personally-identifiable information (PII) from applicants over the internet or electronically. Please kindly refrain from disclosing your PII electronically during the application process or to unauthorized websites that may purport to be Infineon or any of our affiliates.**

**Wage range that the company expects to pay for a qualified candidate:**

**Minimum of \$21.00 per hour**

**Maximum of \$31.00 per hour**

