

Husky Hacker Technologies Internship Program: [SEMESTER YEAR]

Position Title	HR Coordination & Technology Intern
Host Site	HuskyHacker Technologies, Inc.
Location	Portland, ME
Work Mode	Hybrid (2 days on-site, remaining remote)
Hours/Week	10–15 hours/week, with schedule flexibility coordinated with supervisor
Pay Rate	\$19.50/hour
Application Deadline	[Day, Month DD, YYYY]

Eligibility Requirements

To be eligible, you must:

- Be matriculated at USM as a full-time or part-time student
- Have at least a 2.7 overall GPA and a minimum of 30 credits prior to the internship
- Commit to working a minimum of 120 hours total over the course of the semester (>10 hours/week)

All students who meet the above eligibility criteria are encouraged to apply, including USM students on F-1 visas. Applicants must be legally authorized to work in the US.

Company / Organization Overview

WEBSITE: www.huskyhackertech.com

HuskyHacker Technologies, Inc. is a mid-sized software and IT services company headquartered in Portland, Maine. Founded in 2008, HuskyHacker builds cloud-based project management and workflow automation tools for clients in healthcare, education, and the public sector. The company employs approximately 140 people across its Portland headquarters and a satellite office in Bangor. HuskyHacker is committed to building an inclusive, people-centered workplace and actively invests in talent development at all levels of the organization.

Description of the Internship Project / Assignment(s)

The HR Coordination & Technology Intern will work directly with our two-person HR team to support core people operations functions, with a particular focus on how HR systems and data tools are used to manage hiring, onboarding, and employee records. This is a generalist administrative role with meaningful exposure to the full arc of the employee lifecycle.

The intern will assist in coordinating candidate scheduling and communications during active hiring cycles, help maintain and audit records in the company's HRIS (currently BambooHR), and support onboarding logistics for new hires including document collection, orientation scheduling, and equipment provisioning coordination. The intern will also have the opportunity to contribute to a semester-long project: developing a standardized onboarding checklist and 30/60/90-day guide tailored to our different team types (engineering, client-facing, and operations).

Interns are encouraged to bring their own curiosity to the role. If there is a specific area of HR, people analytics, or organizational design the student wants to explore, the team will work to find ways to connect that interest to real work at HuskyHacker.

Responsibilities

- Coordinate interview scheduling and candidate communications across multiple open roles
- Maintain and audit employee records in BambooHR, flagging discrepancies and ensuring data integrity
- Assist with new hire onboarding including document collection, system provisioning requests, and orientation prep
- Develop and refine onboarding documentation including role-specific checklists and 30/60/90-day frameworks
- Draft internal HR communications such as offer letter templates, FAQ documents, and policy summaries
- Support the HR team with ad hoc projects related to benefits coordination, compliance tracking, or employee engagement initiatives
- Participate in HR team meetings and contribute observations and ideas based on day-to-day work

Required Qualifications

- Strong organizational skills and attention to detail, especially when managing multiple tasks or timelines
- Clear and professional written communication
- Comfort working with digital tools such as Google Workspace, spreadsheets, and shared drives
- Ability to handle confidential information with discretion
- Demonstrated reliability, responsiveness, and a collaborative attitude

Preferred Qualifications

- Prior coursework or experience in human resources, business administration, psychology, or a related field
- Familiarity with any HRIS platform (BambooHR, Workday, ADP, etc.)
- Experience in an office or administrative support role, even in a volunteer or work-study capacity

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- Interest in HR technology, people analytics, or organizational development

Additional Information

How does the day-to-day of this role impact the organization's mission?

HuskyHacker's ability to deliver for its clients depends entirely on its people. The HR team sits at the center of how the company finds, welcomes, and supports the talent that drives everything else. An intern in this role contributes directly to that work — helping ensure that hiring is coordinated efficiently, that new employees start their time at HuskyHacker with clarity and confidence, and that the HR systems the company relies on are accurate and well-maintained. The work is operational, but the impact is relational: every process the intern touches has a person on the other end of it.

What skills can the intern expect to learn?

HuskyHacker is committed to helping interns develop across the eight NACE career readiness competencies. Over the course of the semester, the intern can expect to build skills in:

- Career and self-development — through reflection conversations with the HR team and exposure to a range of HR functions
- Communication — through drafting HR documents, candidate emails, and internal guides
- Critical thinking — through identifying process gaps and contributing solutions to the onboarding project
- Equity and inclusion — through learning how HuskyHacker approaches equitable hiring and inclusive workplace practices
- Leadership — through owning a semester-long project with real deliverables and real stakeholders
- Professionalism — through daily work in a professional environment with confidentiality expectations
- Teamwork — through cross-functional coordination with hiring managers, IT, and the broader operations team
- Technology — through hands-on use of HRIS platforms, scheduling tools, and data management systems

What professional development or continued learning opportunities are offered?

The intern will have access to HuskyHacker's internal learning resources, including on-demand training modules on HR fundamentals and tool-specific guides for BambooHR. The HR team will conduct a formal mid-semester check-in and a closing reflection conversation to support the intern's professional growth. Strong interns will be considered for future part-time or full-time roles as they become available.

What employee resource groups or other opportunities for connection are provided?

HuskyHacker has an active Employee Experience committee that organizes quarterly all-hands meetings, team lunches, and community volunteer days. The intern will be invited to all company-wide events during their semester. The HR team will also facilitate introductions to employees across departments so the intern can build a broader understanding of the company and its people.

What informational interviews or job shadows can interns conduct?

Interns are encouraged to request informational interviews with employees in any department that interests them. The HR team will facilitate these connections. Job shadows can be arranged with the recruiting, operations, or client success teams with advance notice. HuskyHacker sees this as a meaningful part of the internship and supports the intern in using these conversations to explore their own career interests.

Student Application Instructions

Address your cover letter for this role to [Hiring Manager Name], [Title].

Submit your application materials to huskhackerHR@HuskyHacker.com. Questions about the application process may be directed to huskhackerHR@HuskyHacker.com.