Department: Human Resources
Sub-Department: Labor Relations
Position Title: Summer Associate

General Overview of Position
The Human Resources department is looking for a summer associate to assist its Labor, Compliance, and Employee Relations team.

Specific Position Responsibilities & Duties
- Provide assistance to HR professionals (many of whom have law degrees) in developing employment policies, conducting employee investigations, researching labor & employment issues, and communicating guidance on employee relations issues to business and HR leaders throughout the organization
- Perform other related duties as assigned

Qualifications/Skills Required
- Bachelor’s degree
- Current 1L or 2L of JD program at an accredited law school
- Strong research, writing, and oral communication skills
- Ability to work in a collaborative and fast-paced environment
- Interest in Labor & Employment law, Human Resources

Qualifications/Skills Preferred
- Top 25% of class and member of law review
- Taken a labor law or employment law course
- Prior experience in Human Resources

Anticipated Start Date: June 2011
Duration of Assignment: 8 weeks
Hours per week: 40 hours
Salary: Paid hourly, rate TBD
Location: Comcast Center

Application Instructions: Please email Nicole_Chisholm@cable.comcast.com with your resume, cover letter and a recent transcript by Friday March 25th.