



Position: Human Resources Summer Intern
Legal Entity: VanEck Associates Corporation
Business Unit(s): Human Resources
Location: New York, NY
Department: Human Resources
Reporting to: Human Resources Business Partner
FLSA Status (us staff only): Non-Exempt Full-Time Summer

VanEck is a privately held global asset management firm founded in 1955. We develop forward-looking, intelligently designed, active and ETF strategies that strengthen long-term portfolios. We will provide qualified individuals with outstanding education and growth opportunities. If you are a high-energy individual with a strong work ethic, excellent team skills, and outstanding communication skills, we would like to speak with you.

VanEck's Summer Intern Program includes exposure across the firm through educational, mentorship, and networking events. As an Intern, you will also be exposed to the firm's senior management, gain an understanding of the financial services industry and learn critical business skills. Our internship program will build more than just your resume — it will challenge your knowledge, build your network and drive your career path. The HR Summer Internship kicks off on May 19, providing an early opportunity to integrate into the team before the full program begins on June 2. Spanning 10 weeks (June 2 – August 8), the program offers interns a dynamic experience to expand their professional network, enhance business acumen, and develop valuable technical skills.

Essential Duties and Responsibilities:

Join the VanEck Human Resources team and assist them in providing support to various employees and departments across the company. Candidates will have the opportunity to gain experience in human resource practices, including recruiting, onboarding, benefits, talent and development, employee relations, and HR data analytics.

Day-to-day responsibilities include the following, but other duties may be assigned as needed:

HR Data Management & Analytics (Focus on UKG System Implementation):

- Assist with the implementation and optimization of UKG (Ultimate Kronos Group) HRIS.
- Maintain, update, and validate employee data within UKG and other HR databases.
- Perform data extraction, cleaning, and analysis to identify workforce trends.
- Generate reports and dashboards to support decision-making in areas such as hiring, retention, and diversity metrics.
- Ensure data integrity and compliance with HR policies and regulatory standards.
- Work with HR team members to troubleshoot UKG system issues and provide recommendations for process improvements.
- Assist with ad hoc HR projects related to data-driven decision-making.

Recruitment & Employee Engagement:

- Assist in the organization and management of the internship program.
- Screen resumes and application forms, schedule and confirm interviews with candidates.
- Conduct market research on hiring trends, sourcing strategies, and candidate pipelines.
- Work on projects related to employee engagement, retention, and talent development.

HR Compliance & Operations:

- Support HR compliance procedures, including documentation and audits.
- Assist in the preparation for annual payroll audits.
- Support benefits administration, including reconciling invoices.
- Track and report on HR industry metrics to enhance internal processes.
- Assist in managing HR documentation, including employee files and policy updates.

Qualifications:

- Passion for learning and growing in human resources field.
- Strong interpersonal, analytical and organizational skills with an interest in HR data analytics.
- Basic understanding of Microsoft Excel (VLOOKUPS, pivot tables) and data reporting tools.
- Ability to handle confidential information with discretion.
- A proactive and detail-oriented mindset with a problem-solving approach.
- Strong oral and written communication skills.
- Eagerness to learn and adapt to new technologies and systems.
- Ability to carry out instructions with minimal supervision.
- “Roll up your sleeve” work ethic.
- Willingness to ask questions.
- Knowledge of financial markets/instruments is a plus, but not required.

Education and/or Experience

- Junior level (3rd year) or beyond within a 4-year college program.
- Pursuing a degree in Human Resources, Business Administration, Data Analytics or a related field.
- Some experience within a corporate environment is helpful but not required.

Competencies:

To perform successfully and gain the most from this internship, an individual should demonstrate the following competencies:

- Professional demeanor
- Capacity for learning new procedures/concepts
- Motivation
- Enthusiasm

Language Skills:

- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

Compensation:

- The maximum hourly rate for this position is \$25 an hour

VanEck is committed to treating all applicants and employees fairly and to providing equal opportunity in compliance with applicable federal, state and local laws. VanEck does not and will not discriminate against any employee or applicant for employment on the basis of race, religion, ancestry, color, gender, gender identity, pregnancy, age, physical or mental disability, national origin, marital status, sexual orientation, citizenship status, covered-veteran or military status, genetic information, and/or any other factor protected by law.

In order to be considered for this position, please submit resume with the subject line 'Human Resources Summer Intern' to internships@vaneck.com.