



Summer Internship Program May 28, 2019 - August 9, 2019 External Employer Job Description

Employer:	Breakthrough Schools
Assignment Address:	3615 Superior Avenue, Building 44, STE 4403A, Cleveland, OH 44114
Job Category:	Human Resources
Number of Openings:	1
Work Schedule/Hours:	Flexible
Internship Duration:	10 weeks
Internship Dates:	May 28 – August 9, 2019

Company Profile:

Join the movement to change the face of education in Cleveland! We're the Breakthrough Schools network, the #1 rated network of public charter schools in Cleveland, Ohio serving students in grades K-8. We are seeking a summer intern to support the Breakthrough Schools Human Capital department. The summer intern will have many hands-on learning opportunities and will be given significant exposure to functional areas of Human Capital Management (HCM) including Talent Management (recruiting, learning & development, talent analytics) and Core Human Resources (i.e. employee relations, benefits).

Job Responsibilities:

- Talent Management (recruiting, learning & development, talent analytics)
- Core Human Resources (i.e. employee relations, benefits)

Required Qualifications:

- Interest in Human Resource Management.
- Leadership experience with demonstrated ability to work with teams and manage projects.
- General proficiency using computers and Microsoft Office, including Excel and Word.
- Attention to detail - thinks critically about the details of a task at hand.
- Strong communication skills, both written and verbal; excellent business telephone skills.
- Collaborative team player and open to feedback.
- Adaptability and flexibility to adjust working style to effectively navigate a variety of situations.