



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

Employer:	City of Cleveland/Human Resources
Assignment Address:	601 Lakeside Ave. Cleveland, OH 44114
Job Category:	Information Technology Human Resources
Number of Openings:	1
Work Schedule/Hours:	Flexible
Internship Duration:	10 weeks
Internship Dates:	May 28 – August 9, 2019

Company Profile:

The Department of Human Resources serves to equip employees and the City of Cleveland community with strategic workforce solutions that align with the City's values, goals and charters. We provide solutions through our core services: HR Operations, Employee & Labor Relations, Talent Management & Total Rewards, Learning & Development, and HRIS & Metrics. By modeling workforce excellence through professional practices that embrace integrity, efficiency, accountability, we position the City of Cleveland as an employer of choice.

Job Responsibilities:

- The HRIS Intern will work in the HRIS (Human Resources Information Systems) Section, which is responsible for the implementation, configuration, and maintenance and reporting of data and systems related to human resources management.
- Conducts research and gathers information and assists in creating presentations as required.
- Analyzes data and reports findings.
- Verifies and enters data into appropriate system, and updates electronic files.
- Completes special projects as required.
- Provides clerical and administrative support as needed.

Required Qualifications:

- Ability to Manage Complex tasks.
- Demonstrated Effective Interpersonal Communication Skills; ability to develop and maintain relationships.
- Highly organized, with demonstrated planning abilities.
- Customer Service Orientated
- Strong problem solving skills.
- Time management skills.
- Minimum 3.0 GPA required.

Preferred Qualifications:

- Second year Student pursuing degree in human resources or business (with a concentration in Information Systems), or Information Technology, strongly preferred.
- Working knowledge of word processing, spreadsheet, presentation software and Access (or any relational database acumen) preferred.