



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

**Department Name:** Human Resources, Talent Acquisition & HRIS  
**Intern's Supervisor:** Kimberly Moss  
**Timesheet Approver:** Kimberly Moss  
**Assignment Location/Campus:** Jerry Sue Thornton Center (JSTC), 2500 East 22nd St., Cleveland, OH  
**Job Category (Select up to 2):** Human Resources  
**Number of Openings:** 2 **Work Schedule/Hours:** TBD  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 28, 2019 / August 9, 2019

**Department Description:** (e.g. mission statement, department responsibilities)

The Human Resources team knows development and growth within any institution creates opportunities and contributes to student success. Our services and outreach have helped make Cuyahoga Community College a leading institution of higher learning and one of the best places to work in Northeast Ohio. The Human Resources department strives to provide timely and accurate information on topics including employee relations, benefits, professional development, wellness, talent acquisition and diversity and inclusion. We also can provide coaching resources to support you in your professional development.

**Job Responsibilities:** (e.g. functions and/or projects)

- Assists with the departmental assignments and projects as directed and as needed
- Utilize AppXtender to scan and index documents
- Process basic updates in Banner related to employees' work location, office phone number, etc.
- Assist HR Coordinators with New Employee Orientation sessions, job file process and federal I-9 verification process
- Assist Talent Acquisition Specialists post online job advertisements, review resumes and applications
- Assists the department in the delivery of excellent customer service
- May assist in the completion of departmental tracking and reporting
- Effectively interacts with colleagues, clients, and leadership

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Proficient with Microsoft Office Suite (Word, Excel, email and internet applications)
- Must understand the importance of and how to handle confidentiality and sensitive information
- Attendance and punctuality is a must
- Possess basic knowledge of customer service concepts and practices
- Commitment to providing excellent customer service
- Good organizational and time-management skills
- Possess strong written, verbal and interpersonal communication skills
- Ability to work accurately with strong attention to detail
- Completed Human Resource coursework

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Completed Business Management coursework