



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Breakthrough Schools - Human Capital
Assignment Address: 3615 Superior Avenue, Suite 4403A, Cleveland, OH 44114
Job Category (Select up to 2): Human Resources
Work Schedule/Hours: 20 hours per week
Internship Duration: 5 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

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.

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

- Core Human Capital functions (benefits, wellness, employee relations, onboarding/offboarding)
- Compliance (completing forms, maintaining files, etc.)
- System Administration (updating data entry within Human Capital database)
- Customer service (interfacing with employees)

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

- Current college student majoring in Human Resource Management
- Leadership experience with demonstrated ability to work with teams and manage projects
- General proficiency using computers, Google Docs, and Microsoft Office, including Word, Excel, and Outlook
- Attention to detail - thinks critically about the details of a task at hand
- Can handle sensitive information with the highest degree of integrity and confidentiality
- Strong communication skills, both written and verbal
- Collaborative team player and open to feedback
- Adaptability and flexibility to adjust working style to effectively navigate a variety of situation
- Flexibility - ability to adjust expected tasks and schedule to the updated priorities.

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

- Current college student majoring in Human Resource Management