



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

**Employer:** Breakthrough Schools  
**Assignment Address:** 3615 Superior Avenue, Suite 4403A, Cleveland, OH 44114  
**Job Category (Select up to 2):** Human Resources  
**Work Schedule/Hours:** 20 hours/week Monday-Friday  
**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)

Recruiter Intern

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 Recruiter Intern to provide recruiting support for the Talent Acquisition team and gain visibility to a variety of tasks related to recruitment, selection and hiring.

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

- Support the recruiting process
- Work with recruitment team to ensure full understanding of recruitment needs and priorities
- Proactively source candidates using multiple outlets: university, job and industry-specific posting websites
- Conduct phone screens to vet candidates for organizational fit and instructional experience
- Utilize Google doc trackers to document and report on sourcing activities

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

- Current college student majoring in Human Resource Management or a related major
- Self-starter, actively seeks out assignments, and independent attitude
- Ability to cold call prospective candidates
- Strong written and verbal communication skills
- Desire to work in a team environment; open to feedback
- Proficient in Microsoft Office Suite and Googleforms
- Organized, with an ability to prioritize time-sensitive assignments
- Adaptability and flexibility to adjust working style to effectively navigate a variety of situations
- Can handle sensitive information with the highest degree of integrity and confidentiality

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

- Current college student majoring in Human Resource Management or a related major