



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

Employer: Dave's Markets
Assignment Address: 5300 Richmond Road, Bedford Heights, OH 44146 (and travel to NEO stores)
Job Category (Select up to 2): Human Resources
Work Schedule/Hours: Flexible
Internship Duration: 10 weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

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

Local grocery chain with 14 locations in Northern Ohio and more than 1500 full and part-time employees. Proudly serving you for over 80 years. Interns will assist in administrative support of day-to-day HR operations.

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

- Recruitment/onboarding
- Job Fairs
- Administrative support
- Employee Relations

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

- Human Resources major or minor (will accept a general business major as well)
- Business Ethics and professional communication with ability to get to any location of ours or events we attend
- Proficiency with Microsoft Office Suite

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

- BADM 1210
- BADM 2330
- One of the following: BADM 2150, 2340 or 2390