



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

Department Name: Human Resources - Human Resources Information Systems (HRIS)
Intern's Supervisor: Simren Lehal
Timesheet Approver: Simren Lehal
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: 1 **Work Schedule/Hours:** Monday – Friday, TBD/Flexible
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

Department Description: (e.g. mission statement, department's purpose or services)

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. In addition, 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 ApplicationXtender to scan and index documents into employee files
- May assist with completing phone calls to managers to complete probationary period reviews
- May assist in the completion of departmental tracking and reporting
- Effectively interacts with colleagues, clients, and leadership
- Performs other duties as assigned

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
- Good organizational and time-management skills
- Possess strong written, verbal and interpersonal communication skills
- Possess sensitivity to appropriately respond to the needs of a diverse population

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

- Completed coursework in Human Resources and/or Business Management
- Interest in Human Resources and/or Higher Education