



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

**Department Name:** Human Resources (Total Rewards)  
**Intern's Supervisor:** Megan Whitmore  
**Timesheet Approver:** Megan Whitmore  
**Assignment Location/Campus:** Jerry Sue Thornton Center (JSTC), 2500 East 22<sup>nd</sup> St., Cleveland, OH  
**Job Category (Select up to 2):** Human Resources  
**Number of Openings:** 1 **Work Schedule/Hours:** TBD  
**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)

- Assist with departmental assignments and projects as directed and as needed
- Utilize college programs to apply Health and Well-Being points to employee accounts
- Assist and coordinate Health and Well-Being and Diversity events
- Effectively interacts with colleagues, clients and leadership
- Perform 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)
- Attendance and punctuality is a must
- Commitment to providing excellent customer service
- Good organizational and time-management 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 Human Resource coursework
- Completed Business Management coursework