



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

Employer: Huntington Convention Center of Cleveland/ASM Global
Assignment Address: 1 St. Clair Avenue NE, Cleveland, OH 44114
Job Category (Select up to 2): Human Resources Business
Work Schedule/Hours: Open to Intern working 10 hours for 10 weeks or 20 hours for 5 weeks.
Internship Duration: 10 Weeks
Internship Dates (Start/End): June 1, 2020 / August 7, 2020

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

Human Resources Intern

Managed by ASM Global, the Huntington Convention Center of Cleveland provides 410,000 square feet of prime meeting and event space, which includes 225,000 sq. ft of Exhibit Hall space, two ballrooms, and over 40 breakout rooms. Our space is designed to provide a welcoming backdrop for events, with the added benefit of offering the latest technology businesses need to succeed. Our sustainable and inviting environment is a direct result of the Centers' modern design, cutting-edge technology, and top-rated staff members who are trained to help you with any needs that arise. Our vision is to connect the world with inspiration, innovation and imagination. Every day, we realize the potential of the Center's greatest spaces and events to create amazing experiences for our guests and exciting opportunities for our team members, while delivering the highest value for all stakeholders.

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

- Participate in collaboration of planning and executing employee engagement events.
- Review and distribute company policies in digital or hard copy formats.
- Gather new employee information including contact details, emergency contact information, and employment forms.
- Review inventory needs and supplies for employee engagement initiatives.
- Communicate inventory and supply needs to necessary parties.
- Post, update, and remove job ads from applicable areas including internal job boards.
- Prepare new employee documents and materials for New Employee Orientation & New Employee Safety Training.
- Attend recruitment and hiring events, i.e. career fairs, days, etc. as assigned.
- Performs special assignments and other duties as assigned.

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

- Excellent verbal and written communication skills.

- Outstanding interpersonal skills.
- Ability to maintain confidentiality regarding the Company, employees, events, clients and all related matters regarding such parties.
- Ability to hand multiple projects and deadlines.
- Detail oriented and excellent organizational skills.
- Strong analytical and problem solving skills.
- Proficient with MS Office

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

- Human Resources Management or Business Management majors preferred.
- Administrative assistant or general office assistant experience strongly desired.
- Experience with HRIS, ATS or resume databases
- Junior or senior standing preferred
- Basic knowledge of labor legislation