

Position Title: Human Resources Intern

Department/Office: The Office of Student Employment

Hourly Wage: \$11.00

Average Hours/Week: 10-15 hours per week

Who we are:

The vision of the Office of Student Employment is to become a nationally recognized leader in the innovation and promotion of student employment best practices and services. Our mission is to support the Division of Undergraduate Education by empowering students to pursue and to succeed in meaningful, academically relevant college work experiences that enhance both academic and professional growth.

Every day we work hard to: increase the number of students working on campus, promote awareness of collegiate work opportunities, enhance student professional development and job preparedness, increase the quality of student employment supervision, and foster integration of student learning through engaging and academically relevant work experiences!

Position Summary:

The Human Resources Intern will work directly with the Employer Relations Consultant to support the training and development of supervisors on campus, as well as manage and assist on and off campus employers in developing and enhancing job descriptions through IUI Talent.

This internship will offer experience in a few Human Resources areas including: recruitment, training and development, and employee relations. Work may include development of training materials through a variety of instructional methods, writing and managing job descriptions and postings, development of employee relations and recruiting guides, outreach and basic posting assistance with employers on and off campus, and assistance in providing a student perspective in the Jaguar Series Supervisor Training.

Any students with an interest in Human Resources, training and development, or higher education will greatly benefit from this internship, but all majors are encouraged to apply.

Essential Duties and Responsibilities (percentage breakdown):

25% Provide student perspective, assist in classroom, and manage canvas page for Jaguar Series Supervisor Training

25% Manage online job postings and job descriptions

25% Develop guides for recruitment and employee relations

10% Assist in outreach efforts to employers on and off campus

5% Regular maintenance of training registrations, website content, and canvas page

5% Special projects related to conducting training, writing newsletters, conducting interviews, or assisting in onboarding

5% Other duties as assigned

Tools and Equipment Used:

Telephone, computer (including Microsoft office suite), copy and fax machine

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work is performed primarily in an office or classroom setting. The noise level in the work environment is moderate. At times, work will require being outdoors for events or in louder environments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

What will you learn:

-Communication: Student will gain skills in written and oral communication by corresponding with employers on and off campus in a professional manner. Student will also gain experience in public speaking and presenting.

-Values and ethics: student will have access to confidential information and will uphold confidentiality agreements in alignment with FERPA regulations.

-Integration and Application of Knowledge: The ability to design, plan, organize, and implement projects and tasks within a specific timeframe

-Organizational Skills: The ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

-Critical Thinking: The ability to find solutions to problems and develop new ideas using creativity, reasoning, and past experiences along with available information and resources to create solutions.

-Content Knowledge: Student will gain a better understanding of the analysis, development, and implementation process in training and development. The student will also learn how to write a thorough job description, and assist employers in recruiting efforts.

-Collaboration: The ability to relate to your co-workers, and inspire others to participate. The Student will also learn how to collaborate with other departments across campus, and work with others on committees and/or team projects.

Program Summary:

This internship is offered as a part of the On-campus Internship Program and aims to connect IUI undergraduate freshman, sophomores with internships on campus with faculty and staff in a variety of campus areas/programs. Internships start in August 2024 and end in May 2025 at up to fifteen hours per week. Interns will be required to obtain at least one academic credit in the academic year while participating in their internship experience and will have a site visit from the Office of Student

Employment each semester. On-going coaching and feedback on performance will be provided by internship supervisors according to a strict timeline of the program. Specific internship projects and duties will vary by internship.

Desired Qualifications:

- Strong oral and written communication skills
- Ability to communicate and act professionally at all times to employers, supervisors, and students
- Strong attention to detail
- Excellent Organizational Skills
- Ability to work well on a team, and participate in collaborative problem solving, projects, and activities
- Thorough knowledge of Microsoft Office, especially Excel
- Basic knowledge of Human Resources laws and regulations preferred, but not required
- Familiarity of Canvas as a student
- Knowledge of Zoom video conferencing preferred, but not required
- GPA of 2.5 or higher
- Must be a freshman, sophomore, or junior by class standing to apply. Seniors and above will not be considered.
- This position will require the selected student to enroll in an internship course for at least one of the two semesters worked during the 2024-25 academic year. A list will be provided to the selected candidates of acceptable course options.