

HUMAN RESOURCES

EMPLOYER: KENAN ADVANTAGE GROUP

POSITION TITLE: Learning & Development/Human Resources Intern

POSITION SUMMARY

We currently have an excellent opportunity for a Learning & Development / Human Resources Intern who will begin working with us during the summer and will have the opportunity to work part-time during the school year.

ESSENTIAL FUNCTIONS

- Supporting the Benefits Department on a variety of projects and administrative tasks
- Supporting the Learning and Development Manager in a wide variety of projects and programs
- Supporting the Compensation Manager on HRIS, data integrity, and compensation projects
- Supporting the HR Manager with associate relations and recruiting activities
- Miscellaneous project work
- Ensuring compliance with recruiting and employee selection
- Managing data entry processes for HRIS system

QUALIFICATIONS

- Must be pursuing a Bachelor's degree in Human Resources or equivalent
- Must maintain a 3.0 cumulative GPA or higher
- Must be a full-time student pursuing a degree at an accredited college or university
- Excellent verbal and written communication skills
- Experienced in Microsoft applications.
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Kenan Advantage Group, Inc. is an equal opportunity employer. No person will be discriminated against in any aspect of their employment on the basis of any status or characteristic protected by applicable federal, state or local law.

EMPLOYER: CLEVELAND CLINIC MERCY

POSITION TITLE: Intern Administrative College

HOSPITAL: Mercy Hospital

DEPARTMENT/DIVISION: Human Resources

JOB SUMMARY:

The Intern Administrative College for HR Services is responsible for a dedicated project that will allow the intern to better understand all aspects of HR operations, including policy implementation, human capital management, and data operations.

RESPONSIBILITIES:

- Researches, compiles, tabulates, and analyzes data and processes for a variety of administrative and departmental matters.
- Assists department personnel in assigned administrative, planning, organizational, technical, and professional tasks.
- Provides suggestions or recommendations with regard to department specific projects.
- Prepares and presents reports; drafts policies and procedures; responds to department specific projects.
- Other duties as assigned.

EDUCATION:

- Current college enrollment required.

CERTIFICATIONS:

- None required.

COMPLEXITY OF LEARNING EXPERIENCE:

- Can discuss and weigh pros and cons and separate critical issues.
- Can make definitive choices, express opinions, and explain logical path decisions.

WORK EXPERIENCE:

- None required.

PHYSICAL REQUIREMENTS:

- Requires full range of body motion including handling/lifting items, manual and finger dexterity, and eye-hand coordination.
- Performs work in a stationary position for extended periods of time.

PERSONAL PROTECTIVE EQUIPMENT:

- Follows standard precautions using personal protective equipment as required.

EMPLOYER: AULTMAN

POSITION TITLE: Human Resources Intern

SUMMARY OF POSITION

Provides support to Human Resources, the Diversity, Equity and Inclusion department, and the Center for Professional Development and Education department. Duties may include benchmarking, research, assisting with training and onboarding new employees. May assist in other education efforts and the facilitation and development of projects.

RESPONSIBILITIES AND EXPECTATIONS

1. Exemplifies extraordinary customer service skills.
2. Ability to multi-task and prioritize a variety of responsibilities.
3. Possesses strong organizational, strategic thinking, verbal communication and written communication skills, as well as attention to detail.
4. Demonstrates a high level of maturity to manage confidential information.
5. Works a minimum of 10 hours per week for a minimum total of 120 hours within the semester.
6. Assists with benchmarking, research, creating and updating educational trainings
7. Assist with organizing company events and corporate activities.
8. Networks with related contacts to make appropriate professional connections.
9. Assists in the coordination and deployment of the community's resources, communications, and trainings.
10. Provide administrative support to HR business partners and managers.
11. Assess HR policies and procedures.

Note: The above stated duties are intended to outline those functions typically performed by the incumbent in this position. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of supervisors to assign additional tasks of a similar nature or level of responsibility. Attempts to provide experiences that align with the intern's educational and/or career goals will also be addressed.

BACKGROUND, EXPERIENCE, AND EDUCATION

1. Education and Training
 - a) High School Graduate
 - b) Undergraduate or graduate student currently enrolled in coursework in human resources, business, psychology, sociology, education (non-licensure), healthcare administration, public health and/or other similar fields at an accredited college/university
 - c) Basic computer skills are required; Microsoft Excel and PowerPoint experience preferred
 - d) GPA: 2.5 or higher preferred.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, or veteran status

2. Experience
 - a) Previous customer service experience preferred

3. Work Conditions

- a) Hours of operation are 8:00am-4:30pm, Monday through Friday.
- b) Works in well-lighted, ventilated areas.
- c) Sits for most of the working day, although standing and occasional walking throughout the building and to adjoining buildings may be necessary.
- d) Works under pressure to meet deadlines.
- e) Involved with personnel under various conditions and circumstances.
- f) Subject to frequent changes in priority of duties throughout the day.

EMPLOYER: FRESH MARK

POSITION TITLE: HR Business Analytics

SCHEDULE: Monday - Friday

LOCATIONS: Massillon or Canton

INTERNSHIP PROGRAM OVERVIEW

The summer internship program is a 12-week program that begins with orientation on May 20th and concludes on August 9th. All internships are paid opportunities. Final in-person interviews will take place at our Corporate Office between December 4th – 15th.

BENEFITS OF THE INTERNSHIP PROGRAM

Our internship program provides ample opportunities to participate in volunteer initiatives and positively impact the local community. Additionally, we understand the value of networking and collaboration. Our internship program offers team-building activities to develop skills and connect with other interns and members of leadership and more!

- High-profile, high-impact assignments - You will be involved in assignments that offer a comprehensive understanding of your department while providing insights into Fresh Mark's diverse business operations.
- Coaching and feedback - Our program ensures you receive timely and valuable feedback from leaders genuinely invested in your success.
- Development and training - Day one will be the start of an onboarding and training program designed to set you up for a successful internship and continuous learning.
- Professional networking - You'll have the opportunity to expand your professional network by connecting with leaders throughout the company.
- Community service - Your development includes the opportunity to make a difference in the lives of others by participating in volunteer efforts.

JOB DESCRIPTION SUMMARY

As a Human Resources Business Analytics Intern, you'll have the opportunity to learn about Fresh Mark's business operations and while performing the following tasks:

- Assist in the support and maintenance of the human capital management platform (UKG)
- Test, validate, and implement configuration changes in UKG.
- Maintain data accuracy through routine audits and validation efforts to identify inconsistencies.
- Analyze, design, and build new custom reports using standard UKG reporting functionality.
- Assist in the creation and maintenance of metrics, dashboards, and stakeholder reports.

- Ensure compliance with internal policies and procedures
- Research and resolve system problems and unexpected results or process flaws
- Monitor the intake system, address concerns, and respond to and troubleshoot stakeholder issues as appropriate
- Ensure security, end-user access, and data integrity across all HR platforms
- Assist with projects as directed
- Provide stakeholder training and guidance as needed

REQUIREMENTS

- Currently enrolled and pursuing a 4-year degree at an accredited college or university in the following majors: analytical, data science or quantitative degree or a related field, preferred. Human Resources, Organizational Development, Business, or related field, accepted.
- Junior status by the start of the internship program.
- Experience with programming languages and analytical tools (PowerBI, SAS, SQL, Tableau)
- Proficient knowledge of Microsoft Office, UKG (preferred), or similar Human Resource Information System (HRIS)
- Experience working with Microsoft Excel, Word, Project, and PowerPoint.
- Ability to operate effectively in an independent manner and with good judgment
- Ability to manage change and successfully juggle multiple projects simultaneously
- Self-starter who is action-oriented and possesses a strong sense of urgency
- Ability to comfortably work in an intensely deadline-oriented environment
- Ability to analyze problems and effectively provide solutions
- Able to deliver informative, well-organized presentations
- Able to think critically and understand data dependencies
- Excellent communication skills, both written and verbal.
- Ability to be respectful, approachable, and team oriented while building strong working relationships and a positive work environment.
- Must be trustworthy, dependable, and able to handle highly confidential information with discretion.

EMPLOYER: FRESH MARK

POSITION TITLE: Production Supervisor Trainee

SCHEDULE: 1ST & 2ND Shift

LOCATIONS: Massillon or Canton

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JOB DESCRIPTION SUMMARY

The Production Supervisor Trainee internship is for individuals with an interest in becoming a Production Supervisor after graduation. As a Production Supervisor Trainee, you will work and train on production lines associated with the processing and packaging of smoked meat products. The successful candidate will learn process control through hands-on experience, management of production lines, and the leadership required to accomplish tasks through proper motivation of team members.

As a Production Supervisor Trainee, you'll have the opportunity to learn about Fresh Mark's business operations and while performing the following tasks:

- Physically work in the production setting.
- Attend management meetings.
- Participate in decisions that enhance plant P&L.

- Participate in employee meetings that:
 - Establish expectations for Safety, both product and personal.
 - Define operations objectives/goals.
 - Create an awareness of consumer demands.
 - Provide an understanding of appropriate raw material utilization.
 - Provide simple accounting standards as applicable to production.
 - Anticipate problems in equipment/material before they arise.
 - Participate in creation of reports required in the production process.

REQUIREMENTS

- Currently enrolled and pursuing a 2-year or 4-year degree at an accredited college or university. All majors will be considered in conjunction with the career goals of the candidate.
- 18 years of age by the start of the internship program.
- Prior work experience required. Prior leadership experience is a plus.
- Excellent communication skills, both written and verbal.
- Experience working with Microsoft Excel, Word, Project, and PowerPoint.
- Willingness to learn and work in a team environment.
- Proactive thinker and self-motivated.
- Strong time, project, and organizational management skills.
- The ability to work independently.
- Ability to work well with others in a fast-paced, dynamic environment.
- Ability to be respectful, approachable, and team-oriented while building strong working relationships and a positive work environment.
- Adherence to safety practices and Good Manufacturing Practices (GMP).
- Successful completion of pre-employment background check and drug screen.

EMPLOYER: FRESH MARK

POSITION TITLE: Plant Human Resources

SCHEDULE: Monday - Friday

LOCATIONS: Massillon or Canton

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JOB DESCRIPTION SUMMARY

As a Plant Human Resources Intern, you'll have the opportunity to learn about Fresh Mark's business operations and while performing the following tasks:

- Recruit and interview candidates by sourcing, maintaining candidate pipelines, and pursuing referrals.
- Partner with the Hiring Coordinators to identify talent needs, job duties, and required qualifications and skills.
- Maintain and track candidate pipelines using UKG, our HR Management System.
- Coordinates and facilitates new hire orientation schedules.
- Assist the Human Resources team with special projects.

- Create and facilitate company training modules to employees.
- Assists HR Administrator with employee file maintenance and archives.

REQUIREMENTS

- Currently enrolled and pursuing a 4-year degree at an accredited college or university in the following majors: Human Resources, Organizational Development, Business, or related field.
- Excellent communication skills, both written and verbal.
- Experience working with Microsoft Excel, Word, Project, PowerPoint.
- Willingness to learn and work in a team environment.
- Proactive thinker and self-motivated.
- Strong time, project, and organizational management skills.
- The ability to work independently.
- Ability to work well with others in fast paced, dynamic environment.
- Ability to be respectful, approachable and team oriented while building strong working relationships and a positive work environment.
- Adherence to safety practices and Good Manufacturing Practices (GMP).
- Successful completion of pre-employment background check and drug screen.