

# HUMAN RESOURCES INTERNSHIPS

**EMPLOYER:** Cleveland Clinic Mercy Hospital

**POSITION TITLE:** Intern Administrative College for HR Services

## POSITION OVERVIEW

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 AND EXPECTATIONS

- 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 choice, 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 stationary position for extended periods of time.

## PERSONAL PROTECTIVE EQUIPMENT

- Follows standard precautions using personal protective equipment as required.

**EMPLOYER: Aultman Health Foundation**

**POSITION TITLE:** Human Resources Intern

**POSITION OVERVIEW**

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**

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

**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.
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.

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

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.