

Chicago**History**Museum

Intern Project Description HUMAN RESOURCES INTERN

Supervisor: Director of Human Resources

Objective: To support the full-time HR staff in a variety of departmental tasks with the primary focus in the area of developing fresh and informative employee written communications materials.

Responsibilities to include, but not limited to:

- Create new and enhanced employee communications materials for New Hires and assist with on-boarding of new hires including orientation to the Museum
- Develop procedures manual for internal HR use
- Assist with researching training/development resources for staff and leadership
- Create and maintain org charts
- May assist with employee surveys and coordinate focus groups to identify current employee development needs.
- Provide general assistance to HR staff as needed

Qualifications:

- Current enrollment at an accredited college or university and GPA of 3.0 or higher. Must be an upcoming sophomore or higher in the summer of 2012.
- Interest in Human Resources field of study or Writing preferred.
- Creativity and attention to detail
- Must be able to translate technical facts into fresh, interesting, and informative documents.
- Proficiency in MS Outlook, Word, and Powerpoint a must.
- Excelled interpersonal and written and oral communications skills required.

Dates of Project: 5/23 to 9/6, or as determined by student's schedule

Time commitment: 2-3 days per week, 7 hours per day; hours must occur during weekdays when supervisors are present.

Application Deadline: February 29, 2012

How to Apply

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- Contact information for two job references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects.