

CHICAGO HISTORY MUSEUM

INTERN POSITION DESCRIPTION

INTERNSHIP TITLE: Human Resources Intern

DEPARTMENT: Human Resources department

STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY: Obtain hands-on experience with HR tasks by performing, with the full time Human Resources staff, a variety of duties with a primary focus in the areas of developing fresh and easy to understand employee communications for the New Employee On-boarding Program, and (time permitting) developing written documentation of key procedures and workflows

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

ACTIVITY	EDUCATIONAL GOAL
Create new and enhanced employee communication materials for new hires.	The intern will gain an understanding of the challenges in creating fresh employee communication materials for the museum staff..
Development of Employee Surveys and focus groups to identify current employee development (training) needs	The intern will, with paid HR staff, determine the current needs of CHM staff for development training
Retirement Plan communication	The intern will experience organizing and communicating aspects of an educational program that extends throughout the organization .
Participate in on-boarding of new hires including orientation to CHM; may participate in presentations to staff	The intern will experience organizing and communicating aspects of an orientation program that extends throughout the organization.

Additional Intern Duties

- HR procedure guide for critical HR processes
- The intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.

GENERAL GOALS:

The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.

- This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;
- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.
- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students;

CHM VALUES:

Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered:

Discovery: brings a sense of wonder and curiosity to their work, seeking new ideas and opportunities or approaches to advance the work of the museum. Makes connections to their colleagues and their work; with CHM audiences and history; and with the collections and current scholarship.

Creativity: never satisfied with the status quo, always ready to take chances, try new things, and be original through initiating exploration of alternative possibilities, idea generation, and problem solving. Imagines new and innovative processes, services, products, and experiences.

Empathy: strives to get along with everyone, to invest in collaborative work, and to see things from other people's perspectives through anticipating the needs of colleagues and CHM audiences. Recognizes that it is no longer enough to treat people the way that you want to be treated, but must try to treat others as they want to be treated.

Authenticity: is genuine and true in all relationships; delivery of products and services; and the interpretation of history.

Integrity: is honest, ethical, and fair in work ethic, business practices, internal and external relationships, and scholarship. Is a good ambassador for CHM at all times.

Service: contributes to a culture that extends quality customer service to CHM's audiences to ensure they feel welcome, safe, and comfortable, and to colleagues through being courteous, responsive, and supportive of the work of others.

Collaboration: fosters a positive spirit when working with others and on teams through being inclusive; freely sharing ideas, information, and abilities; seeking and respecting the contributions and viewpoints of others, and thoroughly integrating this input in their work.

Purpose: The Chicago History Museum's purpose is to help people make meaningful and personal connections to history.

SUPERVISOR: Director of Human Resources

WORKING RELATIONSHIPS:

The Human Resources Intern works under the direct daily supervision of the Human Resources Director and will work with the Human Resources Manager.

QUALIFICATIONS:

- Creativity and attention to detail in designing written communications.
- Strong business writing skills; must be able to translate technical facts into fresh, interesting, and informative documents.
- Major in Human Resources field of study or Business highly preferred.
- Proficiency with MS Outlook, Word, and PowerPoint a must.
- This position requires current enrollment at an accredited college or university with a current GPA of 3.0 or higher. Student must be an upcoming junior or higher as of January 2013.
- Ability to take responsibility for ideas, decisions, and actions.
- Reliable attendance and strong work ethic.
- Ability to maintain strict confidentiality with regard to employee personal information and other confidential information.
- Excellent interpersonal and (written and oral) communication skills required.

TIMEFRAME OR COMMITMENT:

The intern would be expected to work between 14-21 hours per week. The internship would terminate approximately 12 weeks from start date. Start and end dates would be determined before the start of the internship.

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. The Chicago History Museum does not discriminate against any individual because of race, color, religion, sex, or national origin in admission to any program established to provide apprenticeship or other training.

This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.

April 2013