



Team Assignment:

Talent Acquisition & Organizational Development
Reporting to Jeremy Doggette

Position Location:

AM/NS Calvert Admin building

Job description & duties:

- Support Talent Partners with the following:
 - Create requisitions in the Applicant Tracking Systems (ATS)
 - Learn how to review and vet candidates
 - Schedule testing and/or interviews
 - Assist Talent Partners during phone interviews
 - Assist Talent Partners during preparation and extension of offers
 - Onboard new hires in the applicant tracking system
 - Support Learning & Development team during Learning Week
 - Assist other areas of HR as needed, such as Total Rewards, HR Business Partners, and Communications

Time Requirement:

32 hours/week

Compensation:

\$14/hour

Preferred Pathway:

This intern will be in HR/Communications so they should be on a similar pathway such as leadership, business administration, or business management.

Age Requirement:

They will need to have reliable transportation so they will need to be at least 16. We have tight security, and they will not be able to be dropped off. They will have to drive into the admin building where they will be working.