Human Resources Intern
Collins Engineers, Inc.

Chicago, Illinois

SUMMARY:
Assists in day-to-day Human Resources activities related to policies and procedures, processing paperwork, research, and general office administration. Responsibilities are varied in complexity, requiring customary and regular exercise of discretion, independent judgment and initiative. Reports directly to the Vice President-Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in the smooth functioning of general HR activities
- Assists in compiling Affirmative Action/EEO data in compliance with Federal regulations, as well as other reports and metrics.
- Assists in processing new employee setup and onboarding paperwork.
- Assists in the administration of employee benefits.
- Maintains Personnel, Dive and Driver Folders
- Assists in updating and maintaining information in HRIS systems
- Assists in compiling the Wellness Newsletter, as well as other Wellness Program initiatives
- Works closely with the HR Generalist, HR Manager and VP of HR on various assignments

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:
Pursuing a degree in Human Resources or related area of study.

OTHER SKILLS and ABILITIES:
Advanced knowledge of Microsoft office suite a must. Excellent computer and technical skills.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

APPLICATION INSTRUCTIONS:
To be considered for this position, please submit a cover letter and resume at the link below.

http://ch.tbe.taleo.net/CH11/ats/careers/requisition.jsp?org=COLLINSENGR&cws=37&rid=73.

Remember to work with George Seyk, Internship Coordinator, if you plan to take an internship for credit or need resume review. gseyk@roosevelt.edu