

Date posted: August 26, 2014

**City of St. Charles  
Employment Opportunity**

**Human Resources Internship**  
Part time – year round

**Hours**

Approximately 15 - 18 hours per week when school is in session (during normal business hours (Monday through Friday, 8am - 4:30 pm) and 40 hours a week during summer and school breaks.

**Job Description**

This position is responsible for assisting the Human Resources Department in planning and coordinating a variety of human resources programs including compensation, employee benefits, labor relations, health and life insurance, recruitment and selection, employee safety, training, worker's compensation, and related projects. Possible projects include assisting with city's compensation program update; perform entry level recruitment; assist with contract negotiations; assist with summer hire recruitment and orientation; research training options; compile reports; and assist in special projects for the HR Director, HR Generalist, and Benefits Coordinator.

**Requirement**

Applicants must be a full-time college student, with sophomore or junior standing, earning a degree in Human Resource Management or a similar field. Applicants must have strong customer service skills in order to interact with employees at all levels of the organization. Excellent oral and written communication skills, strong computer proficiency, and the ability to maintain confidentiality are also required.

**Salary**

This position pays \$10.25/hr.

**Apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) by Sunday, September 14, 2014.**

Resumes should be attached in the required on-line application. Any additional documents may be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.