

Date posted: September 1, 2016

City of St. Charles
Employment Opportunity
Human Resources Internship
Part time – year round

If you are looking for an opportunity to get hands on experience in a dynamic and progressive municipal human resources department, then you cannot pass up the opportunity to join our team. St. Charles has a long standing tradition of providing meaningful, interesting and fun internship opportunities to full time students looking to enhance their knowledge, skills and abilities while completing their degree.

Hours

Approximately 16 - 20 hours per week when school is in session (during normal business hours (Monday through Friday, 8:00 am - 4:30 pm) and 40 hours a week during summer and school breaks.

Job Description

This position will have the opportunity to partner with the human resources department staff in planning and coordinating a variety of human resources programs including compensation, employee benefits, labor relations, health and life insurance, recruitment and selection, employee wellness and safety, training, worker's compensation, and other related projects. Possible projects include assisting with contract negotiations for the city's 5 labor unions; participating in a compensation program update; recruitment; researching training options; compiling reports; and assisting with 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, Business Administration, Public Administration, or a similar field. Applicants must have strong customer service skills 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 required.

Salary

This position pays \$10.25/hr.

Apply on line at www.stcharlesil.gov/jobs.

Applications will be accepted until the position is filled.

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4446.

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