

VILLAGE OF SKOKIE INTERNSHIP OPPORTUNITY

Notice of Accepting Applications for the Position of:

HUMAN RESOURCES INTERN - Paid Part-Time (Not to exceed 19 hours per week) Human Resources Department

Hourly Pay
Rate:

\$14.10 - \$18.00

Brief
Description
of Duties:

Under general direction of the Human Resources Director, performs duties related to recruitment, employee relations, benefit administration, compensation, and administrative support; Actively participates in the recruiting process by coordinating job postings on applicable job boards, websites, and social media platforms; Reviews resumes and performs screening interviews, reference checks & background checks; Prepares the monthly Board of Fire and Police Commission agenda and associated documents; Utilizes the resources within the BS&A HR module and becomes a subject matter expert; Answers telephones and directs callers (both internal and external) to appropriate individual or takes messages; Processes and maintains a variety of confidential information and documents including forms, personnel records, medical records, budget and expenditure records, in accordance with applicable legal requirements; Assists the HR team with various research and/or special projects; Drops off and retrieves internal and external mail; Performs other duties, as required.

Required
Education,
Training and
Experience:

High School diploma or equivalent required; College degree preferred or current student pursuing a degree in Human Resources, Public Administration, or related field; Prior experience in an office setting helpful; Must be familiar with standard Microsoft Office Suite applications; Excellent written & verbal communication skills required; Knowledge of English usage, spelling, grammar, punctuation, and ability to proofread; Must be able to prioritize objectives, manage multiple projects, & be comfortable in a fast-paced, dynamic office setting; Must maintain confidentiality and use sound judgement in dispensing information.

Application
Process:

To be considered for this position, please submit a completed Village of Skokie Application for Employment by Friday, August 19, 2022, to: Village of Skokie Human Resources Office, 5127 Oakton St., Skokie, IL 60077 or email to Human.Resources@skokie.org. Applications are available to download on the Skokie Jobs page at www.skokie.org.

APPLICATION DEADLINE: Friday, August 19, 2022

The Village of Skokie is an Equal Opportunity Employer

Updated: July 2022

JOB IDENTIFICATION

Position Title:	HUMAN RESOURCES INTERN
Salary Range:	3A
Department:	Manager's Office
Division/Unit:	Human Resources
Reports to:	Director of Human Resources
Supervises:	None

JOB PURPOSE

Under general direction of the Human Resources Director, performs duties related to recruitment, employee relations, benefit administration, compensation, and administrative support.

ESSENTIAL JOB FUNCTIONS

- Creates documents that require some independent judgment and knowledge of department/division policies and procedures
- Actively participates in the recruiting process by coordinating job postings on applicable job boards/websites, reviewing resumes, and performing screening interviews
- Oversee the social media recruitment efforts
- May conduct screening interviews for non-exempt and designated exempt positions; new associate orientations, conducts reference and background checks, as required
- Compile and submit requested reports to designated personnel; Maintains BS&A records and compiles reports from database as needed.
- Prepares the monthly Board of Fire and Police Commission agenda and associated documents
- Prepares paperwork required to place employees on payroll and establishes hard copy personnel files
- Ensures full compliance with mandatory HR training standards for all departments

- Utilizes the HR resources within the BS&A system and becomes a subject matter expert on the HR module
- Responds to routine questions and requests, based on scope of knowledge
- Answers telephones and directs callers (both internal and external) to appropriate individual or takes messages
- Processes and maintains a variety of confidential information and documents including forms, personnel records, medical records, payroll, budget and expenditure records in accord with applicable legal requirements
- Obtains and provides information or explains interpretations concerning departmental and Village policy and procedures
- Responds to / answers routine correspondence under supervisor's signature and may be asked to represent or accompany supervisor at meetings
- Maintains VOS information on Public Salary database and responds to surveys and related questions from other communities
- Assists the HR team with various research and/or special projects
- Drops off and retrieves internal and external mail
- Performs other duties, as required

OTHER RESPONSIBILITIES

- May create the monthly HR report for the Manager's Newsletter
- May assist with and coordinate budget preparation materials, employee recognition efforts, and unemployment compensation claims
- May advise employees regarding fringe benefits, salary information, and related matters

KNOWLEDGE / SKILLS / ABILITIES

- Ability to maintain confidentiality.
- Some knowledge of office procedures and practices.
- Able to effectively use MS Office Suite applications including Word, Excel and PowerPoint
- Some knowledge of and/or interest in recruitment, labor laws, and employee relations
- Solid knowledge of social media platforms for employment posting purposes

- Skill in gathering information and identifying the nature of problems
- Skill in exercising good judgment, maintaining confidentiality, and decision making
- Ability to present information clearly and concisely
- Must possess excellent organizational skills, able to manage multiple projects, and prioritize
- Ability to communicate clearly and concisely, both orally and in writing and interact effectively with co-workers, colleagues, and the public
- Ability to compose letters or memoranda, prepare reports and establish and maintain records and files
- Knowledge of English usage, spelling, grammar, punctuation, and ability to proofread
- Skill in use of discretionary judgment in dispensing information
- Ability to retrieve and compile information from multiple sources to complete assignments

EDUCATION / TRAINING / EXPERIENCE

- High school diploma required with some college course work. College degree preferred.
- Experience using computer software packages such as Microsoft Word, Excel and PowerPoint.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The duties performed are representative of sedentary work with occasional exertion of 10 pounds of force. The work is regularly in an indoor environment, in an office setting that is quiet except for office equipment background noises. May be subject to frequent interruptions by telephone callers and walk-in visitors.

While performing the duties of this position, the intern is constantly required to sit, talk, listen, hear the normal range of sounds, read written reports, use hands to operate essential office equipment including computer/typewriter keyboard, telephone, etc. Visual acuity is important. The intern is frequently required to stand and periodically move to other locations within the building.