

2010-2011 Human Resources Internship

Campus Recreation

Internship Charge and Responsibilities

The Human Resources Intern is a paid position through Campus Recreation, an Auxiliary Unit of the Division of Student Affairs. This internship provides an undergraduate the opportunity to learn and develop professionally within the organization under the Human Resources Manager. In this position you will gain hands-on experience in areas such as, but not limited to, the application process, record keeping, student and professional development, and employee relations. Through self-motivation and personal ownership of assignments, the intern will enhance strong leadership and interpersonal skills for their future. The intern acts as a liaison between the student and professional staff of Campus Recreation and provides insight on student concerns and issues. This internship also provides the student opportunities to participate in a variety of Campus Recreation and Student Affairs committees which allows a high level of networking and teamwork in the internal and external community.

Qualifications

Strong leadership and interpersonal skills
Takes initiative and works well without direction
Demonstrated communication skills, verbal and written
High academic achievement (preferred minimum GPA of 3.0/4.0)
Related work or educational experience
Educational Status: Preferred status of junior or senior
Time Commitment: Academic Year 2009-10, minimum of 10 hours per week

Compensation

Compensation complies with current University of Illinois at Urbana-Champaign policies on part-time student hourly wages. Please indicate on your application if you are eligible for Federal Work Study.
Pay Rate: \$7.75

This internship position is available for the 2010-2011 academic year.

For full consideration, please submit application by **February 21, 2010 by 5:00pm.**

Application, resume and letter of interest can be submitted to Heather Horn at hwilson@illinois.edu; mailed to Activities and Recreation Center; Suite 1430, MC-556; 201 E. Peabody Dr; Champaign, IL 61820; or faxed to 217-244-4004.

Application materials and additional information are available on the Campus Recreation website at www.campusrec.uiuc.edu/employment/grad_int.html.

Questions regarding the Campus Recreation Human Resources Internship can be directed to Heather Horn at (217) 333-0989 or hwilson@illinois.edu.