

# **I** ILLINOIS

## Campus Recreation

### POSITION DESCRIPTION

#### **POSITION: HUMAN RESOURCES INTERN**

#### **JOB SUMMARY:**

Position responsibilities include assisting the Associate Director of Human Resources and the Assistant Director of Student Development with employee recruitment, coordination of New Hire Orientation, and administration of student employment with Campus Recreation. Work will include management of Human Resource Database, data collection and analysis, and staff training and development. It is expected that the intern will contribute to the overall Campus Recreation Student Development program by providing feedback on current practices and ideas for future development.

#### **ORGANIZATIONAL RELATIONSHIPS:**

Associate Director of Human Resources  
Assistant Director of Student Development  
Student Development Graduate Intern  
HR Intern(s)

#### **DUTIES & RESPONSIBILITIES:**

- Assist with recruitment strategies and events for employment.
- Set-up, organize, and co-facilitate all New Hire Orientation
- Track and record attendees, record certifications, and add payroll for CPR/AED/First Aid, New Hire Orientation, Clery, and Ethics Training for part-time staff
- Manage Campus Recreation Employment email account
- Update Human Resources and staff intranet webpages as necessary
- Assist with and represent Campus Recreation at job fairs and job information sessions.
- Manage Employee of the Month program
- Assist with Staff Appreciation Events, Staff Olympics, and End of the Year Celebration
- Manage staff uniform inventory. Distribute uniforms and name badges, as requested.
- Assist Student Development Graduate Assistant with management of Student Leads including recruiting, hiring, onboarding, payroll, events, etc.
- Create and implement process for documenting Campus Recreation processes
- Assist in development and delivery of student development initiatives and staff training programs
- Provide office support for HR staff as needed
- Other duties as assigned including special projects

#### **MINIMUM WORK REQUIREMENTS:**

- Strong organization and communication skills.
- Ability to work independently and as a team.
- Ability to develop and present ideas and initiatives.
- Position requires an average of 10-15 hours/week at a rate of \$16/hr.
- Positions requires flexible work schedule, including evenings, weekends, and occasionally portions of academic break periods

- Ability to work with diverse populations and those with special needs or limitations. Familiarity with all Campus Recreation policies and procedures.

**APPLICATION INSTRUCTIONS:**

- Applications will be accepted until the position is filled. For full consideration please apply University of Illinois at Urbana-Champaign by **April 12, 2024** by [filling out the online job application](#).