STUDENT INTERNSHIP OPPORTUNITY

**INTERNSHIP TITLE:** Human Resources (HR) Intern  
**MENTOR:** Human Resources Generalist  
**LOCATION:** HR Department  
**TERM:** Fall 2021 Semester  
**APPLICATION DUE:** Open until-filled or end of semester

**INTERNSHIP SUMMARY AND DESCRIPTION**
The human Resources Intern Preforms a variety of functions related to hiring employees including advertising, interviewing, and orienting. This internship will set up and maintain personnel files, assists with record keeping and data reporting. Responsible for providing comprehensive technical support in the day to day operations of human resources department for all College of Menominee Nation locations while displaying exemplary customer service skills.

**INTERNSHIP LEARNING OBJECTIVES AND RESPONSIBILITIES**
Other responsibilities include:

- Maintain strict confidentiality in all HR matters.
- Assist with recruitment, interviewing, selection process including reference and background checks, drug testing and notification of non-hires.
- Prepare new employee paperwork, set up personnel files and payroll records of new hires.
- Enter employee changes and/or new employee information in appropriate data bases.
- Maintain general personnel files of CMN employees.
- Assist with all HR reporting.
- Maintain supply of HR forms, application and orientation packets.
- Assist with faculty and adjunct contract preparation and dissemination.
- Maintain files of former CMN employees as required by law and HR practices.
- Pick up HR mail and prepare for mailing as necessary.
- Check for auto insurance coverage, document and disseminate employee mileage reports.
- Assist with monitoring HR budget; prepare purchase orders, check requests and internal billings as needed.
- Maintain HR supplies.

By the end of the internship you will be able to:

- The student will gain office experience within an office setting
- Display growth in office skills
- Organize and utilize your time management skills
- Set measurable goals
- Effectively prioritize tasks
- Learn the basics of human resource office organization and record maintaining
- Understanding the working structure of a college organization
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PROGRAM REQUIREMENTS/QUALIFICATIONS:

- Must be registered or currently enrolled in six (6) or more credits
- Must be a degree-seeking student enrolled at the College of Menominee Nation or other accredited College or University. (Certain documentation may be required to confirm enrollment status.)
- Must have completed at least one (1) semester of study
- Must be 18 years of age or older
- Must have a cumulative GPA of 2.5 or better on a 4.0 scale
- Internship must be related to student academic degree program

Application Procedures:
Internship Program Application requires the following:

- Application Form
- Current Resume (include any past internships experiences)
- Transcripts (unofficial)
- Letter of Interest
- Letter of Recommendation

Submit all information to Sarah Lyons, slyons@menominee.edu

TIMEFRAME AND STIPEND (IF APPLICABLE):

Timeframe: Fall 2021 semester and end of Last day of Fall 2021 semester
Payment: Paid through a grant funded stipend
Up to 20 hours a week during fall and spring semester time frame (16 weeks maximum)