

POSITION DESCRIPTION

POSITION TITLE: Talent Acquisition Intern

GROUP/DEPARTMENT: Human Resources

JOB RELATIONSHIPS:

Reports to: Assigned mentor(s)

Supervises: N/A

BASIC FUNCTION:

This position contributes to the success of the Chicago Zoological Society by developing and enhancing human capital and capacity through on-the-job experiential learning to stimulate interest in an HR career in the non-profit, cultural or zoological fields, thus contributing to the organization's mission of inspiring conservation leadership. Through various projects and learning experiences, becomes acquainted with and learns about the Talent Acquisition functions and operations within a Human Resources department.

PRIMARY JOB DUTIES AND RESPONSIBILITIES:

1. * Learns the Society's recruitment procedures, policy, HR processes, and related employment law. Assists with phone screens and administrative support for recruitment function as directed.
 - a. Learns routines and attends external job fairs with information/handouts to direct candidates to the CZS website as directed.
 - b. Assists with posting open positions internally and externally. Learns and assists with recruiting strategy research.
 - c. Learns HR procedures for logging in applications and resumes and gains experience through hands-on practice.
 - d. Calls and schedules interviews for seasonal and full-time candidates, including sending proper information to candidates, hiring managers, and HR staff for interview sessions and park access.
 - e. Assists with meeting/greeting/hosting candidates for onsite interviews.
 - f. Under supervision, learns and practices data entry procedures for running background checks through HireRight background check provider
 - g. Calls candidates to arrange/schedule seasonal new hire orientation dates.
 - h. Assists full-time HR staff in facilitating seasonal new hire orientation
 - i. Accurately prepares "Regret" letters/emails to unsuccessful candidates based on standard templates.
 - j. Performs follow up work, communications as directed.
2. Special projects as assigned.

POSITION REQUIREMENTS AND SPECIFICATIONS:

- Must be enrolled in an undergraduate degree program in Human Resources or a degree program with a concentration in Human Resources or directly related field. Must be at least a third-year student.
- Some HR experience desirable.

- Computer proficiency required. Hands-on experience and proficiency with Microsoft Office Suite – Word, Excel, and Outlook. Experience with a database system or HRIS desirable, but not required.
- Good communication and organizational skills. Ability to multi-task.
- Must be detail-oriented, well organized, and able to follow directions.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience required. Multi-lingual ability and Spanish fluency a plus.

ADDITIONAL INFORMATION:

Intern will be exposed to a number of functional areas and discipline in the HR field.