

HR/Recruiting Intern - Civic Internship Program

PAY RATE: \$15 Hourly

LOCATION: Kenosha County

GENERAL OVERVIEW OF POSITION:

Under the direction of the Human Resources department, the HR/Recruiting Intern performs a variety of specialized administrative tasks and projects. The HR/Recruiting Intern will also experience many other City of Kenosha departments including: Kenosha Fire Department, Kenosha Police Department, Kenosha Municipal Airport, and many more!

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Recruitment management (schedule interviews, manage application materials)
- Job description maintenance
- Employee relations
- Human Resources policy analysis
- Compensation plan administration

Additionally, *all* Civic Interns will engage in professional development and civic exploration through additional meetings, activities, and discussions, including:

- Ride-alongs with a Deputy Sheriff, Public Health team member, Social Worker, Deputy Medical Examiner or a Civic Engineer
- Sit-ins for County Board committee and board meetings
- One-on-one meetings with County officials, including the County Executive
- And much more!