**Human Resources Intern**

Collaborative Industries is a progressive company that uses the collective knowledge of our experts to drive quality outcomes and maximize the development, engagement and growth of our valued partners.

We are looking to hire a part-time HR Intern who will embody CI’s vision and will work to apply their knowledge and use their talents in a real-world environment. This exceptional opportunity will provide a professional learning experience in all facets of human resource management and a platform to apply acquired coursework knowledge in a professional setting. Special focus and work hours will be devoted to the recruitment and on-boarding experience, as well as involvement with training and staff development.

The role will require one to be flexible, resourceful and detail-oriented, with the ability to quickly develop relationships and collaborate with our diverse internal and external customers. This will be a paid internship.

**Duties, Expectations and Learning Objectives**

* Full cycle recruitment and Orientation/On-boarding analysis
* Retention and Employee Engagement optimization
* Assist with Coordination of Benefits
* Employee Relations exposure
* Training and Staff Development assessment

**Minimum Requirements**

* Detail oriented, customer service focused, quick learner
* Availability to devote approximately 15 hours a week to internship
* Must have ability to maintain confidentiality in all aspects of position and responsibilities
* Education: Majoring in Business Administration, Human Resources, Psychology, Behavioral Science, or a similar field

If interested in this opportunity, please submit cover letter and resume to:

Allison Wortmann, PHR

Human Resource Manager

[awortmann@cii.us.com](mailto:awortmann@cii.us.com)