

## Position Description

**Position:** HR Intern  
**Reports to:** People & Culture Manager  
**Status:** Internship-Unpaid  
**Revised Date:** November 2024

ChicagoCAC employees are expected to perform their job duties and act in a manner consistent with the Core Values of the organization.

### Responsibility Summary

The HR intern will assist our People & Culture department with administrative and HR-related tasks. The HR intern's responsibilities include updating personnel files, filing HR documents, initiating background checks for incoming staff, students and volunteers and providing suitable recommendations to improve HR policies.

### Primary Responsibilities:

- Update our internal databases with new and existing employee information, including contact details and employment forms, etc.
- Prepare HR-related reports as needed
- Filing HR documents accordingly
- Assist the HR department and talent acquisition team in onboarding activities
- Learn about the company's HR policies, employee benefits, and other HR-related stuff to be able to respond to any internal staff inquiries
- Coordinating the exit process for exiting staff
- Coordinating and participating in the development and execution of orientation programs and policies for new employees
- Protect the agency's values by keeping information confidential.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation
- Perform other duties as assigned.

### Discretion

The HR Intern has a low-level range of discretion and independent decision-making.

### Supervisory Responsibilities

None

# HR Intern

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## Relationships

The HR Intern works closely with the People & Culture Manager, Talent Acquisition Specialist and the Chief People & Culture Officer, who work closely with the administrative team, all managers, supervisors and staff.

## Qualifications

- Bachelor's degree in human resource management or studying toward a degree in human resource management or related field (with a minimum 3.0 GPA)
- Proven experience working in an office environment
- Familiarity with HRIS (Human Resources Information System) software
- Proficiency in all Microsoft Office applications
- The ability to work as part of a team
- Excellent administrative and organizational skills
- Excellent presentation, communication, writing and interpersonal skills
- Detail-oriented
- Ability to research, evaluate and analyze new HR techniques, methods and procedures.
- DEI knowledge a plus

## Physical Requirements

- Ability to use computers and look at monitors for up to 8 hours per day.
- Ability to sit for up to 8 hours per day.
- Ability to use hands and fingers and have good manual dexterity for the use of common office equipment such as computer terminals and copiers/printers.

## Acknowledgement

I have read and understand the expectations outlined in my job description:

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Staff

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Date

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Supervisor

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Date