



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Human Resources Intern – Unpaid

The Village of Schaumburg is a thriving community of 78,723 residents located 11 miles west of O'Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being rated as an excellent or good place to live by 95% of respondents in the National Community Survey; having multiple highly awarded and accredited departments; and being recognized as a Better Business Town by The Better Business Bureau of Chicago and Northern Illinois.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

Internship Goals:

- Provide an experiential learning opportunity in Human Resources with a focus on the day-to-day HR activities within the organization. This will include talent acquisition, benefits and risk management, organizational development, and administrative support.
- Provide insight into working in the public sector

Internship Schedule:

- Flexible days and times based on the student's schedule, Monday through Friday during the hours of 9:00a – 4:00p.
- Willing to coordinate with school for class credit.

Essential Internship Functions:

- Become familiar with and perform tasks within our recruitment process including job postings, and post-offer screenings.
- Help develop organizational communications for trainings, benefits, and recruitment.
- Gain an overview of the HRIS system, SuccessFactors.
- Involvement with special projects as assigned.
- Participate in employee committees and activities.

Requirements:

- Currently enrolled in a Human Resources or similar degree program.
- Interest in pursuing a career in the Human Resources field.
- Ability to keep information confidential.
- Computer proficiency in Microsoft Office.
- Good communication and interpersonal skills both written and over the phone.
- Minimum 18 years of age.
- Criminal background checks must be completed with satisfactory results.

If you are interested in applying for this unpaid internship position, please click on [Volunteer Application](#) or go to our website under [How Do I > Volunteer](#).