

JOB OPENING

PEORIA PARK DISTRICT – ADMINISTRATION

HUMAN RESOURCES INTERN

POSITION: INTERNSHIP (SEPT - DEC 2021) / PAY RATE \$15 PER HOUR (COLLEGE LEVEL)

LOCATION: NOBLE CENTER – HR DIVISION

RESPONSIBILITIES

- Assist in the daily operations of the Peoria Park District Human Resources Division.
- Process and distribution of employment applications.
- Data entry, file creation and maintenance, archiving.
- Assist with creation of job postings, interview packets, and orientation documents.
- Answer telephones and respond to inquiries from applicants, employment verifications, etc.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Ability and willingness to perform assigned job duties.
- Status as a current College student.
- Grade point average equivalent to a “C” level or higher.
- Strong interest and desire to work with the public and co-workers.
- Ability to follow internship dress code of business casual attire.

OTHER

- Maximum of 20 hours per week.
- Location: Bonnie W. Noble Center for Park District Administration.
- To apply for this internship: Please complete the Employment Application Form located at:
<https://peoriaparks.aaimtrack.com/jobs/>

