

## **HR 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 Intern performs a variety of specialized administrative tasks and projects.

### **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!