



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Human Resources Department

101 Schaumburg Court
Schaumburg, IL 60193
www.schaumburg.com

HUMAN RESOURCES Intern - Unpaid

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and was recently named by Money Magazine as one of the Top 10 Best Places to Live!

Internship Goals:

- Provide an experiential learning opportunity in the area of Human Resources with a main concentration of focus on Talent Acquisition and the Hiring Process
- Provide insight into working in the public sector

Internship Schedule:

- Flexible days and times based on student's schedule, Monday through Friday during the hours of 8:00a – 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, application review, assessment & skills testing, interviews, reference checks, offers, post-offer screenings and onboarding
- Learn about behavioral structured interviews
- Gain an overview of the HRIS system, SuccessFactors
- The HR Intern will become involved with special projects as assigned

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 check must be completed with satisfactory results

If you are interested in submitting an application for this unpaid HR Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer