



## Cass Technical High School Internship Opportunity

**Company:** Little Caesars  
**Department:** Human Resources  
**Number of Positions:** 1  
**Location:** Detroit, MI

**Start Date:** June 26, 2017  
**End Date:** August 30, 2017  
**Hours Required:** 35-40/week

**Responsibilities include, but are not limited to the following:**

- Assist with recruiting administration including interview scheduling, meeting space coordination, correspondence distribution, etc.
- Work on new hire survey creation
- Assist with running and analyzing HRIS reports
- Assist with reporting in our Applicant Tracking System
- Various employee file audits
- Assist with the coordination and execution of company events

**Eligibility/Requirements:**

- Enrolled full-time at Cass Technical High School
- Entering Junior or Senior Year
- Must be at least 16 years of age
- Earned a minimum cumulative grade point average (GPA) of 3.0
- Eligible to work in the United States
- Available to work a minimum of 20 hours; maximum of 40 hour within a work week
- Must be working toward a diploma in business
- Must be familiar with Microsoft Office suite (Word, Excel)
- Excellent attention to detail

**How to Apply:**

All interested students will be required to submit an email to [ctinternship@ilitchholdings.com](mailto:ctinternship@ilitchholdings.com) with the following information attached:

- Completed Application
- Resume
- Essay (1,500 words or less) answering: What are your career interests or goals and how do you think the Ilitch Companies Internship Program fits into your future plans?
- You can apply for up to (3) positions; indicate priority/level of interest for each