



Cass Technical High School Internship Opportunity

Company: Olympia Entertainment

Department: Human Resources

Number of Positions: 1

Location: Detroit, MI

Start Date: June 26, 2017

End Date: August 30, 2017

Hours Required: 30-40/week

Responsibilities include, but are not limited to the following:

- Assist with creation of applicant tracking processes
- Create and update personnel files
- Assist in companywide benchmarking for job descriptions, job postings and websites
- Assist with daily management of job postings
- Assist in updating colleague handbook
- Research and assist with colleague onboarding best practices and processes
- Assist with the coordination and execution of employment fairs
- Assist with other human resources duties as assigned

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 and organizational skills

How to Apply:

All interested students will be required to submit an email to 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