



Cass Technical High School Internship Opportunity

Company: Detroit Tigers
Department: Human Resources
Number of Positions: 1
Location: Detroit, MI

Start Date: June 25, 2018
End Date: August 24, 2018
Hours Required: 30-40/week

Responsibilities include, but are not limited to the following:

- Assist with updating and maintaining job descriptions
- Support the creation of new hire announcements and other communications distributed by the HR department
- Assist with various special events and colleague initiatives coordinated by the HR department
- Assist with the auditing of new hire paperwork
- Audit and maintain user information in the Applicant Tracking System
- Assist with various tasks as related to recruiting (assist with scheduling, interviewing etc.)
- Research and assist with colleague onboarding best practices and processes
- Assist with other human resources, payroll and finance 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 of each position applied
- Please only submit one email with all of the required information