



Cass Technical High School Internship Opportunity

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

Start Date: June 25 2018
End Date: August 24, 2018
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 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