



## Cass Technical High School Internship Opportunity

**Company:** Olympia Entertainment

**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 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](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 of each position applied
- Please only submit one email with all of the required information