



INTERNSHIP: HUMAN RESOURCES **PAID** INTERNSHIP

WHEN: During their peak season (November – December)

WHERE: Lancaster facility

FOR: Any full-time college student preferably majoring in business with an interest in Human Resources (but not required).

ASSIST HUMAN RESOURCES REPRESENTATIVE WITH:

- scheduling interviews
- making copies/sending faxes
- helping orientations run smoothly
- making phone calls to prospective candidates
- keeping track of referrals
- contacting candidates with incomplete applications
- answering phone and taking messages
- flowing candidates in our application system
- updating spreadsheets

If interested, please provide your cover letter and resume to Shari Kain (Hoover 204 or [kains@etown.edu](mailto:kains@etown.edu)) as soon as possible.

DATE: 10/19/09