

20/20 Life Counseling, LLC is a supportive and growing Private Practice located in Fairview Park, Ohio. 20/20 Life Counseling, LLC has an opening for Part-Time Human Resources Intern.

The successful candidate will be enrolled full-time at a college or university studying Human Resources, or a similar degree. This is a part-time role, 15-30 hours/week with the flexibility to work around the school schedule

Successful candidates will have the following required skills:

- HR generalist responsibilities - onboarding processes, record keeping and retention, auditing.
- Social Responsibility/Event Planning - team member recognition programs, community outreach/philanthropy, and other events.
- HRIS administration
- Sort and process incoming resumes
- Schedule interviews
- Maintain the College Recruiting Microsoft Teams site
- Update career pages of www.parker.com
- Schedule info sessions and provide resources needed to execute events
- Market employment opportunities to target audiences
- Assist in planning and executing summer internship workshops/events
- Complete assigned research related to college recruiting and generate reports
- Track progress, deadlines, and priorities of all projects
- Maintain a satisfied level of customer service with clients both internal and external
- Other duties as assigned

SKILLS QUALIFICATIONS

- Currently pursuing a bachelor's degree in Human Resources or in a business field, preferably with an HR Minor
- At least two years of undergraduate coursework completed
- This is an in-person opportunity. Must reside within 25 miles of Fairview Park, OH during the school year and during the summer.
- Excellent administrative skills
- Detail oriented
- Personable, able to deal with a variety of people comfortably and pleasantly
- Problem-solving capabilities necessary to accomplish the duties and tasks of the position
- Proficient with Microsoft Office software (Word, Excel, PowerPoint, Outlook, Teams)
- Able to provide high-quality customer service through phone calls, email, and face-to-face interactions
- Strong project management skills required to support multiple projects simultaneously

Interested candidates should send a resume, 3 references (including email addresses), and a cover letter outlining how their past experiences match the required experience and skills noted above to [**info@2020lifecounseling.com**](mailto:info@2020lifecounseling.com)

Job Types: Internship Part-time

Benefits:

- Flexible schedule
- Weekly Supervision
- Professional Development/Training
- Virtual & In-Person hybrid scheduling

COVID-19 considerations:

we offer the opportunity to work remotely from your home office in Ohio, as well as see clients on-site in the Fairview Park area. We follow all CDC guidelines for COVID safety and precautions.

Physical Work Location: Fairview Park, OH & Remote

To apply, please send resume and cover letter to Anycia Grady at anycia.grady@2020lifecounseling.com