

Spring 2017 Human Resources Internship

Schlitterbahn Waterpark & Resort
New Braunfels, Texas

An ideal candidate for this position would be punctual and reliable, must meet company and department grooming standards, conform to expected office norms, have an optimistic attitude, display initiative, demonstrate active desire to learn from and contribute to the office.

- ◇ **This is a paid internship.**

Primary Purpose:

- Assist the Human Resources Manager & Director in staffing multiple departments while multi-tasking to complete many different day-to-day job functions.

Duration:

- January 2017 - May/September 2017

Qualifications:

- **Must be able to work 25-30 hours per week, including most weekends from March through May/September**
- **Must be able to multi-task and work in a fast pace environment**

Major Duties and Responsibilities:

- Work with department managers to ensure adequate hiring levels.
- Attend mandatory trainings.
- Coordinate and execute hiring events.
- Complete on boarding for new and returning employees, including: calling and scheduling interviews, verifying employee paperwork, and conducting orientation.
- Coordinate and assign recruiters for school trips.
- Update applicant tracking system.
- Assist HR Manager/Director with multiple assignments throughout the season.
- Plan and prepare for employee appreciation events.
- Prepare for International Employees: on boarding, welcoming, and organizing schedules.
- Update Employee website and blog.
- Uniform Inventory, purchasing, and distribution.
- Tracking and updating hiring requisition (1,500+ employees).
- Answer phones, copy, fax, and file.

Application Process:

Please send resume to licox@schlitterbahn.com