



Spring 2018  
*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 Director in staffing multiple departments while multi-tasking to complete many different day to day job functions.

Duration:

- January 2018–May/September 2018

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:

- 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 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 (2,000 + employees).
- Answer phones, copy, fax, and file.
- Work with department managers to ensure adequate hiring levels.

Application Process: Please send resume to [lvinklarek@schlitterbahn.com](mailto:lvinklarek@schlitterbahn.com)  
Cover Letter Optional