

The Anti-Cruelty Society is accepting resumes for Human Resources Intern. This unpaid internship will provide entry level Human Resources (HR) experience to students looking to enhance their studies in the world of HR. The HR intern will assist with recruiting, onboarding, employee benefits, auditing paperwork for compliance, and other HR related reports and projects.

Responsibilities will include:

Assisting with full cycle recruiting including; posting available positions, reviewing resumes, coordinating interviews and conducting phone screens and/or reference checks.

Assisting with preparation of the onboarding process.

Assisting with employee benefits open enrollment.

Assisting with Affordable Care Act and other required reporting or compliance.

Researching training initiatives.

Reviewing and organizing various Human Resources files and other administrative duties.

Other duties as assigned

The successful intern will possess excellent communication, interpersonal, organizational, and writing skills. Strong analytical skills are also desired with demonstrated working ability with Microsoft Office, specifically Excel and Word. The ability to remain impartial and keep information confidential is required with a solid commitment towards diversity, inclusion, and equity.

Internship eligibility includes Junior/Senior standing, approval from an Internship Coordinator and proof of current enrollment in Human Resources or other related program. Must be at least 18 years of age and work a minimum of 10

Please submit a letter of interest and a resume for consideration. Applications will not be considered without these documents.

**Direct all applications to:**

**The Anti-Cruelty Society**

**ATTN: Meshia Burrell, Director of Human Resources**

**157 West Grand Avenue**

**Chicago IL 60654**

**Facsimile: (888) 391-0164**

**E-Mail: [resumes@anticruelty.org](mailto:resumes@anticruelty.org)**

**No phone calls please.**

**The Anti-Cruelty Society is an Equal Opportunity Employer.**