



Currently Available Internship Position in the USA

The position listed below is currently accepting applications. If you prefer, you can request to have a **Custom Internship in New York City** and we will shop your CV/ Resume around to different companies and organizations until we find one that offers you a position. Internships are almost always unpaid.

To apply for this open position, follow this link and click on APPLY NOW:

<https://www.international-internships.com/?go=USAFieldSpecificPlacements>

HUMAN RESOURCES – RESIDENT ASSISTANT

LOCATION: WINTER PARK, COLORADO

Phase 1 – Introduction – April 01 to April 15

Objective:

The participant will gain an overview of the host organization, community, and be introduced to the Host Organization's personnel structure and resources that will be part of their overall program. The property has 55 Full Time Employees and up to 200 seasonal staff at the peak season. The Human Resources department provides support to the property employees.

Task:

The participant will initially take part in orientation with the host site and be introduced to supervisors and mentors. Initial training offered to all new members will be scheduled and required documents completed. The participant will receive a tour of the facilities, an organizational chart and meet department managers and directors. Through shadowing an HR staff member, the participant will learn about Human Resources Information software that we use to manage employees. An HR staff member will train the participant in the importance of confidentiality.

Phase 2 –Hiring – April 15 to July 31

Objective:

The participant will be assigned hands on training activities related to Hiring/Talent Acquisition and gain skills and knowledge of the host site's Human Resources operations.

Task:

- The participant will receive an initial orientation to the Talent Acquisition area of Human Resources to familiarize themselves with the process.
- The participants will review all the training materials, correspondence, and computer systems to learn the general procedures.
- The participant will learn about our hiring practices through shadowing an HR staff member as they do the following: screening applicants and checking references utilizing the Ascentis Application System, communicating with applicants, reviewing criminal background checks and learning how they relate to The property hiring procedures, scheduling and shadowing a screening interviews, assisting current staff members with their needs, and sending work agreements and pre-arrival communication with incoming staff members.

Phase 3 – Housing Management – August 01 to November 01

Objective:

The participant will be assigned hands on training activities related to the process of planning housing assignments and its functions to gain skills and knowledge of the host site's Human Resources Operations.

Task:

- Project management
- Evaluation and research
- Database management
- Logistics
- Problem-solving
- Time Management
- Policy and Standards Creation
- Brainstorming
- Leadership

Phase 4 – On Boarding – November 01 to Feb 01

Objective:

The participant will learn the policies, procedure, legal requirements and methodology that the department uses to successfully impact knowledge and enhance skills for team members to successfully achieve their roles within the company. The participant will learn about employee on-boarding and employee orientation programs for morale within the conference center. The applicant will be the International Programs Intern in the Human Resources Department learning about our on-boarding programs and employee orientation.

Task:

Under the supervision of the Employee Development Manager, the participant will learn the importance of employee on-boarding by introducing new staff and volunteers to The property. The participant will learn the process of employee orientation and observe as the HR team constantly critiques and reviews the current process, as well as implements the orientation. The participant will shadow the Employee Development Manager who supervises and supports housing staff members in developing and facilitating staff activities.

COMPENSATION

This is a seasonal, hourly (based on 40 hours/week) position, paying \$220/week, with employee perks including:

- Room (shared room in our staff dormitory with free Wi-Fi and no bills!)
- Board (3 buffet-style meals per day, 7 days per week)
- Other employee perks and discounts, including:
 - Access to the Property facilities, which include: an indoor pool, basketball gymnasium, fitness classes, hiking/biking/skiing trails, climbing wall, library, and craft shop
 - Free Resort Passes for skiing, rock climbing, mountain biking, and golf (dependent on season and resort - limited number available, first come first served basis)
 - Free gear rentals for sports and outdoor activities
 - Employee programming, including free or discounted staff trips, provided by the Human Resources Office
 - Discounted nights at the Property (with some date restrictions based on season/occupancy)