SEA Group – UIS Intern Position

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How should students contact this agency? Email
How should students submit cover letters and resumes? Email

General Description of Agency or Business

SEA Group is committed to providing first class service, allowing clients to concentrate on their core business initiatives. In business for 28 years, today SEA Group specializes in, and is focused on placing technical resources across a wide variety of industries. Services include: Strategic IT Staffing and Structured Cabling.

Internship or Job Description

- Identify and manage candidates throughout sourcing, screening, interviewing, evaluating, and negotiating compensation.
- Function in a dynamic environment to achieve success through developing and maintaining a healthy candidate pipeline.
- Maintain professional and courteous communication with prospective candidates to foster long-term relationships.
- Follow standard, documented policies and procedures for all recruiting activity.
- Utilize a consultative, professional approach to evaluate candidate skills/abilities and place in IT consulting roles that meet their skills and expectations.
- Work in a collaborative team environment with other recruiting staff, sales, and administrative professionals.
- Perform in depth sourcing of passive candidates by using creative forms of online search (Boolean, social networking, LinkedIn, etc.)
- Collaborate with business development team with the objective to pipeline recruiting of forecasted demand.
- Review and understand assigned requirements and prioritize recruitment efforts based on those requirements.
- Utilize SEAG’s Applicant Tracking System (Taleo) extensively and record all relevant candidate activity and documentation in the candidate database

Desired Qualifications

- Outgoing, Professional, Confident, Goal-Oriented

Basic Student Learning Anticipated

The student can expect to greatly improve their interpersonal communication skills, both verbally and electronically. Learn negotiating skills, resource allocation and marketing. Be familiar with IT Business Consulting, Project Life Cycle, SDLC, Marketing and Fortune 500 companies recruiting practice.

Hours per week: 20, M-TH
Number of weeks: 15+
Position Available: Fall, Spring, Summer
Wage: $10/hr.