Illinois Department of Labor:
Conciliation and Mediation Division

Street Address: 900 S. Spring St., Springfield, IL 62704

Phone number: 217.782.1710  Fax number: 217.782.0596

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Agency Contact: Tom Whalen, Conciliation and Mediation Division Manager

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
The Illinois Department of Labor is an agency under the Governor’s office, which enforces over 20 labor laws. The mission of the Department is to promote and protect the rights, wages, welfare, working conditions, safety and health of Illinois workers through enforcement of the state labor laws, to safeguard the public through regulation of amusement rides, and to ensure compliance with all other labor standards.

Internship or Job Description
The Conciliation and Mediation Division enforces numerous labor laws, including the Prevailing Wage Act and Employee Classification Act. The Carnival and Amusement Ride Safety Division enforces the Carnival and Amusement Rides Safety Act and conducts inspections of amusement rides open to the public throughout the State. The duties for this internship opportunity would include: assisting with data entry of various case related activity (assignments, closures etc), entering all 2012 and 2013 ordinances received in the office, copying cases, correspondence, etc. as needed for the Division Manager and Administrative Assistant, answering the telephone and routing phone calls to the appropriate person within the Division and opening and distributing all Division mail. Additionally this position would assist with archiving of records and complete other duties as assigned that are relevant to this position.

Basic student learning anticipated
Working for our agency will provide a student with an understanding of the inner workings and functions of a State agency. Additionally, a student will gain broad experience in the enforcement processes under numerous labor laws including the complaint filing process, assignment of investigators, case file tracking, inquiries from complainants, employers and other interested third parties and also auditing and archiving standards.
Hours per week: Approximately 20

Number of weeks: 20-23

Position Available: Spring

Unpaid

Date 12.14.12