Girl Scouts of Central Illinois: HR/IT Intern

Address: 3020 Baker Drive, Springfield, IL  62703
Agency Contact:  Patti Flynn, HR Specialist
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How should students contact this agency? By email.
How should students submit cover letters and resumes? By email.

Description

Girl Scouts of Central Illinois is looking for a student to assist the program with updating training procedures for GSCI employees. The program is creating checklists for required trainings and education for GSCI department and job specific positions. We are in need of a student to assist with the creation of these checklists, and predominantly, to link the training checklists to the various forms that are required. This position will work closely with and have frequent meetings with the Human Resource Specialist and other identified GSCI staff.

Requirements

Students applying for this internship must have a sense of professionalism and a desire to increase their knowledge about youth non-profits. Students should display strong communication skills, both written and verbal, and an understanding of cognitive abilities at different age levels (or a desire to learn about them). Students must have a basic understanding of IT processes. Must be able to hyperlink documents and be proficient in Microsoft Office products, including Excel.

Majors

Business Management, Communication, Computer Science

Position available: Summer

unpaid