St. John’s Hospital – Human Resources

Street Address: 800 E. Carpenter St., Springfield, IL 62769
Phone number: (217)757-6838
Email Address: Leonardo.Ellis@st-johns.org
Agency Contact: Leonardo Ellis, Recruiter
How should students contact this agency? Email
How should students submit cover letters and resumes? Email

General description of this agency or business:
St. John's Hospital provides a ministry of exceptional health care services to the people of central Illinois in the Catholic tradition of compassion, justice, and reverence for life.

Internship or Job Description:
Assists with the coordination of the employment function for a wide variety of professional and hourly positions. Provide support services to meet the needs of the Human Resource staff members as needed.

Major Tasks, Duties, and Responsibilities:
1) Integrates the hospital’s mission and vision into daily tasks through dedication to customer satisfaction, quality improvement, and collaborative working relationships
2) Represents hospital at career days (high school and college level), job fairs, various recruitment/retention seminars, workshops, meetings, and a multitude of public/social functions.
3) Networks with high school counselors and college placement coordinators
4) Ensures recruitment literature is always available and current (including scholarship information)
5) Checks references of qualified applicants
6) Answer the telephone and provide requested information or screen calls for other staff members, including routing calls or taking messages
7) Reviews personnel requests/requisitions and checks files for qualified candidates
8) Operate ID badge camera and process employee badge photos
9) Assists with department filing and special projects as requested
10) Maintains confidentiality of applicant and employee information

Knowledge and Skill Requirements:
1) Public relation skills in attending career days and other recruitment functions
2) Organizational skills
3) Ability to perform tasks with minimal direct supervision
4) Good writing skills and use of proper grammar
5) Excellent word processing/computer skills
6) Excellent interpersonal and communication skills

Hours per week: 10-20
Number of weeks: 16
Position Available: Fall, Spring, Summer
Unpaid

Updated: 2/17/12