

Position Title: Human Resources Intern
Department: Human Resources

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

Summary: The Human Resources Intern will be responsible for assisting the Human Resources team with a variety of tasks for the summer including new hire orientation, recruitment, time and attendance, benefits, training, and record retention. They will also be tasked with maintaining and organizing the team's shared drive.

Responsibilities:

- Assists with new hire and benefits orientation. Update new hire information as needed. Assist with I-9s and E-Verify, new hire data entry, and documentation collection from new hires.
- Assists with various employee relations activities including events, trainings, employee recognition, Tuesday Times entries, intranet updates, etc.
- Assists with recruiting and staffing (post positions, assist with phone screens, check references, and prepare follow-up correspondence.)
- Performs miscellaneous office duties (answer phones, submit team office supply orders, and reception relief etc.)
- Assists in performing benefits administration to include change reporting, preparing invoices for payment, and communicating benefit information to employees.
- Participates in department meetings and other meetings and seminars as appropriate.
- Contributes to team efficiency by recommending new approaches for continuous process improvement.
- Maintains personnel files and other human resource records. Compiles reports from HRIS database. Maintains and organizes team's shared drive (the T drive).
- Assists with timekeeping responsibilities. Serves as the backup HR timekeeper.
- Performs other duties assigned.

Experience:

Pursuing Bachelor's Degree in Human Resources, Business, Psychology or a closely related field. Prior HRIS database experience a plus. The successful intern should possess the ability to

research, perform analysis, draw conclusions and make recommendations with a general understanding of current employment legal requirements. Excellent oral and written communications skills as well as functional knowledge of Microsoft Word and Excel required. Sound judgment and ability to maintain confidentiality of sensitive information.

IHDA's Summer Internship Program Highlights:

- Paid Internship
- Open to college students (must be an actively enrolled undergraduate or graduate student at the time of applying)
- Full-time hybrid internship program that runs from June – August (typically 10 weeks)
- You will receive on-the-job training from industry experts
- Participate in workshops to gain insight on key departments at the Authority
- Participate in IHDA's Mentorship Program
- Attend outings to connect with fellow interns

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=495618&source=CC2&lang=en_US

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