

OCT 12 2007

Jayne Swanson

From: Danielle Ebaugh [Danielle.Ebaugh@ruffalocody.com]
Sent: Tuesday, October 09, 2007 9:27 AM
To: JDIRKS@coe.edu; Jayne Swanson; bmuhammad@mtmercy.edu
Subject: Recruiting Internship

Attachments: HR-Recruiting Internship.doc



HR-Recruiting
Internship.doc (.doc)

Good Morning

I am currently looking for a Intern with me in the Recruiting Dept. at RuffaloCODY. I have attached a job description and if you know anybody that might be interested please let them know. Also if you could please let all students on campus know about the position that would be greatly appreciated.

Thanks

Danielle Ebaugh
HR Recruiting Specialist
RuffaloCODY
(319) 730-2320
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HR/Recruiting Internship

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Provide administrative support to the Recruiting Specialist, NPS management team and periodically HR
2. Assist the Recruiting Specialist in the scheduling, interviewing, and the screening process
3. Perform accurate data entry of new applicant information into applicant flow log in Access
4. Maintain paperwork pertaining to recruiting, hiring, and orientation processes
5. Maintain a high degree of confidentiality in dealing with the information in the employment process.

QUALIFICATIONS: (Education, Licenses/Certifications, Skills, and Work Experience)

Required:

1. The RuffaloCODY Internship Program is open to students currently enrolled at least half-time at a college/university with a GPA of 3.0 or higher. Specific eligibility requirements include:
 - a. Letter of verification from your educational institution showing proof of current enrollment status. Preferrably in the field of Human Resources/Business
 - b. Official transcript
 - c. Completion of freshman year prior to start date of internship
2. Computer skills in word, excel, data entry.
Accurate data entry and strong computer skills in Word, Excel and Access

Apply online at www.ruffalocody.com