



NORTHERN ILLINOIS UNIVERSITY

Career Services

Division of Academic Affairs



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Employer Relations Career Services Intern

NIU Career Services is pleased to be hiring for the position of Employer Relations Career Services Intern (CSI) for the remainder of 2019-2020 academic year (with a potential to continue into 2020-2021). This is a paid, undergraduate-level internship. All majors are eligible.

DESCRIPTION

Employer Relations CSIs will be a part of the Campus Recruiting Suite (CLB 260) staff, which involves management of the Employer Relations functions of Career Services including: on-campus recruitment, on-campus interviewing, career and internship fair management, and general oversight of direct employer interaction. Employer Relations CSIs will also be responsible for conducting presentations for employers on the use of Huskies Get Hired, planning outreach events, and marketing Career Services to the NIU community. This position's main functions will revolve heavily around the information management associated with running our all-majors internship and career fairs and requires a lot of data management and event coordination interest and skills.

QUALIFICATIONS

Project management and multitasking skills
Ability to motivate and energize individuals & groups
Listening skills
Attention to detail
Organizational skills
Ability to work independently
Familiarity with NIU structure and departments

Familiarity with Career Services' structure, services, and web-based systems
Demonstrated interest in and commitment to diversity and multicultural issues
High level of proficiency with the full Microsoft Office Suite, with special focus towards Excel
Outstanding written and interpersonal communication skills

INTERNSHIP REQUIREMENTS

This is an undergraduate-level internship. All majors are eligible, though preference is given to OM&IS or Computer Science majors. The internship could begin immediately, with the opportunity to continue for subsequent academic years based on performance and need.

In alignment with Career Services' policies regarding internship criteria:

- Interns will be required to work at least 120 hours during each semester, and this specific position will be intended for 10-15 hours a week. Occasional evening work will be required.
- The minimum NIU GPA required for applying to this position is 2.0. A GPA of 3.0 or higher is preferred.
- All applicants must be current NIU students and must have earned a minimum of 30 undergraduate-level credit hours (from NIU or other sources) by the end of summer session 2019.
- Successful candidates will be required to report their internship position using Career Services' website: <https://niu.edu/careerservices/employment/share.shtml>

Because this position involves working with information protected under federal education laws, interns will be expected to sign a confidentiality agreement.

APPLICATION PROCESS

The application and interview process will take place on a rolling basis until the position is filled. Interested students should submit their resume (and cover letter, if available) via Huskies Get Hired.

NON-DISCRIMINATION AT NIU

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, and sexual orientation. NIU recognizes Dual Career issues.