Talent Management Intern (9 month Paid), University of Delaware Department of Athletics and Recreation Services

(1 position available starting October 1 - June 30, 2020; hourly, 24 hours a week)

University of Delaware
Newark, DE

Context of Job:

The Talent Management Intern, at the University of Delaware is a valued member within the University and Department of Intercollegiate Athletics and Recreation Services (DIARS), upholding and embracing the departmental mission of “Inspiring Greatness Together.”

The Talent Management Intern is responsible for assisting in all aspects of the Talent Management functions within the Department of Intercollegiate Athletics and Recreation Services at The University of Delaware which includes coordinating interviews and new employee onboarding, maintaining employee files, and oversight of the logistics for employee engagement events, learning and development workshops and the Internship Program.

Major Responsibilities:

• Facilitate the internship program for Undergraduate Students.
• Coordinate the logistics and set up of employee engagement events and learning and development workshops.
• Assist in recruiting by creating hold files for future potential candidates.
• Managing the recruiting email inbox and responding to inquiries.
• Maintain Human Resources files and the Human Resources section of the Department Intranet.
• Provide administrative support for the Talent Management Assistant and Talent Management projects as needed. (Interview agendas, onboarding agendas, calendaring).

Minimum Qualifications:

• A Bachelor’s Degree in Human Resources, Industrial Organizational, Labor Relations, Sports Management or related field.
• Proficient in Microsoft Office, including Excel, Word, PowerPoint, and Outlook.
• Excellent interpersonal skills.
• Ability to prioritize multiple projects.
• Effective time management skills.
• Excellent communication skills.
• Ability to handle information in a confidential, objective and professional manner.
To apply for this position, send your cover letter and resume to sdodia@udel.edu.

Equal Employment Opportunity

*Employment offers will be dependent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.*

*The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University’s Notice of Non-Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices.html](http://www.udel.edu/aboutus/legalnotices.html)*