



236 Walnut Avenue
Lakeside, OH 43440
internships@lakesideohio.com
www.lakesideohio.com
www.facebook.com/lakesideohio
www.twitter.com/lakesideoh
www.instagram.com/lakesideohio
blog.lakesideohio.com

2019 Lakeside Leadership Academy (Internship)

WHAT'S LAKESIDE CHAUTAUQUA?

Lakeside Chautauqua is a unique vacation destination dedicated to nurturing mind, body and spirit. Located halfway between Cleveland and Toledo, our historic community offers arts and entertainment, education, recreation and spiritual opportunities for all ages. With daily concerts, special events, lectures, shuffleboard, tennis, waterfront activities, cottages, hotels, shops and restaurants, Lakeside remains a year-round retreat for generations of families. On your days off, visit nearby Put-in-Bay, Kelleys Island, the Marblehead Lighthouse and other local attractions.

Our mission is “to enrich the quality of life for all people, to foster traditional Christian values and nurture relationships through opportunities for renewal and growth... spiritually, intellectually, culturally and physically... while preserving Lakeside's heritage.”

COMPENSATION, INCENTIVES & TIME COMMITMENT

This internship will be virtual/on-site from mid-December through mid-May. During this period, you're expected to work at least 20 hours per week on a schedule determined by your supervisor. You will be paid an hourly rate of \$9.30, which will be paid bi-weekly.

ELIGIBILITY

The ideal candidate is enrolled in a college/university with having completed at least one year of an undergraduate degree. Graduate students and recent college graduates are also accepted.

HOW TO APPLY:

Applicants must submit:

- Cover letter
- Resume
- 3 Professional references (name and contact information)

Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com, and in the subject line indicate the Human Resources internship. Applications are reviewed as they are received. The deadline to apply is Friday, Dec. 14.



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2019 Human Resources Internship

The Human Resources Intern assists the Manager of Human Resources with various aspects of human resources, compensation and benefits. This department serves the entire organization, and this individual would gain first-hand experience in the tactical management of daily operations. Because of the critical role of the HR department, this internship will require a great deal of maturity and sensitivity in dealing with matters of privacy and confidentiality.

ESSENTIAL HR DUTIES AND RESPONSIBILITIES (PLUS OTHER DUTIES AS ASSIGNED):

- Provide support to the Manager of HR on personnel matters and benefits and assist with payroll processing
- Assist in recruiting seasonal employees, and explore new avenues to reach the best candidates
- Prepare and maintain new employee files, ensuring accurate and timely completion of paperwork in compliance with all federal and state mandates
- Assist with new employee background checks
- Support special projects, such as creating/updating job descriptions
- Assist with seasonal employee orientation
- Assist with the processing of separation of employment and completion of employment information requests
- Perform guest service functions by answering employee requests and questions
- Produce payroll reports for Senior Team and supervisors to keep track of employee hours worked
- Fax, scan and file documents and perform other clerical functions
- Process mail and assist/prepare correspondence
- Perform employee housing building checks to ensure policies are being enforced
- Keep detailed records of employee shirts that are given out so proper departments are charged
- Demonstrate effective oral and written communication with excellent interpersonal skills

HOW TO APPLY: Applicants must submit a cover letter, resume and minimum of 3 professional references (name and contact information). Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com and in the subject line indicate the Human Resources internship. Applications are reviewed as they are received. The deadline to apply is Friday, December 14.