



INTERN POSTING

AEG is committed to developing a diverse workforce reflective of the marketplace and the communities in which we do business. We believe a diverse workforce is not merely an advantage; it is mandatory for any company to be successful in today's business climate.

TITLE: **INTERN - Human Resources**

LOCATION: Rose Quarter (Portland, OR)

Department:	Human Resources
Reports To:	Director of Human Resources and Human Resources Coordinator
Hours:	20-25 per week minimum
Compensation:	None: For College Credit Only
Length of Internship:	Three (3) months minimum. Length is based on performance and/or business needs.
REQUIRED: Open to <u>COLLEGE STUDENTS ONLY</u> , Junior, Senior, and Graduate Students. Must receive academic credit (students are required to provide documentation of receiving academic credit for the internship experience). Travel and housing arrangements are the responsibility of the student.	

Job Summary/General Description:

This position is for college credit only, and is designed to allow the intern to experience various facets of the Human Resources Department with AEG Management OR, LLC, a company responsible for managing the Rose Quarter campus including the Rose Garden Arena and Memorial Coliseum. Will support the Human Resources Manager by aiding in a variety of projects, and maintaining various files.

Essential Duties and Responsibilities:

- Maintain various files, including employee personnel files, I-9 files; EEO data files.
- Participate in college and recruitment job fairs.
- Participate in preliminary job interviews.
- Perform reference/background checks.
- Assist with HR audit of personnel and I-9 files.
- Organize new employee information packets.
- Input various information on HR databases.
- Miscellaneous other projects as assigned.

Job Qualifications & Requirements:

- Must be currently enrolled in Junior or 4-year college or Graduate school. GPA 3.0 minimum.
- Working toward a degree in Human Resources preferred, but not required.

Skills and Abilities:

- Must maintain a high level of confidentiality
- Excellent computer skills and proficient in MS Word, Excel and Access. Outlook beneficial.
- Highly organized, detail-oriented.
- Able to make independent decisions; quick learner; problem solver.
- Demonstrate excellent follow-through.
- Excellent written and oral communication skills.
- Understanding of filing systems and business etiquette.
- Must be able to interact with staff and the public in a friendly and effective manner.

Application Instructions: (Accepting applications and resumes until position is filled.)

Email resumes to jobs@rosequarter.com

The AEG Management OR, LLC Rose Quarter is an equal opportunity employer. We encourage all qualified individuals to apply for internship or employment. If you require accommodations to complete the application, testing or interview process, please contact the Human Resources Department.

AEG Management OR, LLC - Rose Quarter • One Center Court, Suite 150 • Portland, Oregon 97227