

Name of Organization:

City of Milwaukee-Dept. of Employee Relations

Position Title:

Staffing Services Intern

Hourly Wage: 14.50

Average Hours Per Week: 12

Desired Work Schedule:

(list ideal work days and times of the week for this position)

(Monday-Friday 2.4 hours daily) or (Mon-Thur 3 hours)

Address:

200 E. Wells St. Milwaukee, WI 53202

Supervisor Name: Kristin Urban

Supervisor Phone Number: 414-286-8643 or 414-7

Supervisor Email: krurban@milwaukee.gov

### Essential Duties and Responsibilities:

Under the direction of the Staffing Services Manager:

Assist in developing and implementing recruitment plans, including the use of social media.

Prepare and administer job analyses.

Review applications, track vacancies, maintain files, develop test and selection processes, administer examinations, review and evaluate tests, monitor quality metrics, and conduct workforce planning.

### Required Qualifications:

Knowledge, Skills, and Abilities (check all that apply)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Verbal Communication                       | <input checked="" type="checkbox"/> Presentation and Public Speaking Skills |
| <input checked="" type="checkbox"/> Microsoft Office Skills (Word, PowerPoint) | <input checked="" type="checkbox"/> Problem Solving                         |
| <input checked="" type="checkbox"/> Adobe (Photoshop, Illustrator, InDesign)   | <input checked="" type="checkbox"/> Flexibility/Adaptability/Creativity     |
| <input checked="" type="checkbox"/> Detail Orientation                         | <input checked="" type="checkbox"/> Organizational Skills                   |
| <input checked="" type="checkbox"/> Initiative                                 | <input checked="" type="checkbox"/> Customer Service Skills                 |
| <input checked="" type="checkbox"/> Written Communication                      | <input checked="" type="checkbox"/> Multi-tasking                           |
| <input checked="" type="checkbox"/> Ability to Work Independently              |   |
| <input checked="" type="checkbox"/> Ability to Work in a Team                  |   |

Provide other required qualifications or information on this position:

**Skills/Experiences Gained from this Position:**

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

*Critical Critical and Creative Thinking Skills*

- Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

*Effective Communication Skills*

- Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

*Intercultural Knowledge and Competence*

- Student employee will be able to articulate insights into their own cultural rules and biases.

*Individual, Social, and Environmental Responsibility*

- Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position:

Student employee will be able to employ a diverse workforce that is committed to providing exemplary service to the City's residents.

- Presentation and Public Speaking Skills
- Problem Solving
- Flexibility/Adaptability/Creativity
- Organizational Skills
- Customer Service Skills
- Multi-tasking

- Required Qualifications:
- Knowledge, Skills, and Abilities (check all that apply)
- Verbal Communication
  - Microsoft Office Skills (Word, PowerPoint)
  - Adobe (Photoshop, Illustrator, Indesign)
  - Detail Orientation
  - Initiative
  - Written Communication
  - Ability to Work Independently
  - Ability to Work in a Team