

COOK COUNTY SHERIFF'S OFFICE



Thomas J. Dart
Sheriff

NOTICE OF INTERNSHIP OPPORTUNITY

Job Title	Bureau of Human Resources, Cook County Sheriff's Office (Academic Credit)
Summary	The Cook County Sheriff's Office is currently seeking an enrolled Graduate Level student to intern in the Bureau of Human Resources for 2-3 days per week during the Spring Semester. The Intern will work under the direct supervision of the Executive Director. Project areas will likely include, but not be limited to, Recruitment, Organizational Development, and Labor Relations.
Minimum Qualifications	<ul style="list-style-type: none">• Must be currently enrolled in a Human Resources, or similar, Graduate Program (MSHR, MBA, Industrial Relations, Organizational Psychology, etc)• Must receive college credit or stipend for internship hours• Must have an endorsement letter from their College/University Internship Coordinator detailing school requirements• Must have previous work experience in human resources• Must possess a 3.25 cumulative GPA or better
Recommended Qualifications	<ul style="list-style-type: none">• Exceptional writing and research skills• Organizational skills• Experience with Microsoft Excel• Interest in working in the public sector post-graduation• Knowledge regarding structural intricacies in large organizations• Three to Five years' experience in human resources with knowledge of job design, compensation, performance management
Location of Internship	Bureau of Human Resources Cook County Sheriff's Office 3026 S. California, Chicago, IL 60608

Duties of Internship	<p>Duties will include, but are not limited to:</p> <ul style="list-style-type: none"> • Act as a project assistant with the ability to independently take an assigned project from conception to completion. • Assist with running our performance management and talent assessment initiatives. • Survey design, implementation and analysis • Provide various administrative or clerical functions and provide support for staff members • Organize, edit and create job descriptions for the Sheriff's Office. • Analyze and develop department policies. • Participate in on-the-job training opportunities to learn about the agency and its various departments, enhance your skills and fine-tune your business acumen and prepare you for leadership positions.
Schedule	<p>An internship schedule will be coordinated between the intern and the Director of Human Resources, with a commitment of at least 2-3 days per week. More hours may be implemented based on university internship program requirements. Internship will begin based on start of school semester/quarter.</p>
Application Period	<p>Interested students are required to submit a letter of interest, resume and unofficial transcripts to the Internship Coordinator via email to ccso.internship@cookcountyil.gov. Students selected for this opportunity will be required to complete additional paperwork including a formal application with the Cook County Sheriff's Office.</p>

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.

Please complete the application, scan and submit it to the CCSO Internship Program at CCSO.Internship@cookcountyil.gov, along with:

- A letter of interest
- A copy of your unofficial transcripts
- Current resume

If you are unable to send your documents by email, please mail them to Internship Coordinator, Bureau of Human Resources, Cook County Sheriff's Office, 3026 S. California, Building 2, Room 109, Chicago, IL 60608. You may email any questions regarding submission of materials to above email address.

The Cook County Sheriff's Office is an Equal Opportunity Employer. The Cook County Sheriff's Office prohibits all Unlawful Discrimination in all Employment Actions.