

City of Baltimore
 Department of Human Resources
 201 E. Baltimore Street, Suite 120
 Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Recruitment and Talent Acquisition Academic Credit Intern

Agency:	Department of Human Resources (DHR)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
<p>The Recruitment and Talent Acquisition Division is committed to providing equal employment opportunities to applicants and employees without regard to race, religion, color, national origin, ancestry, sex, disability, pregnancy, genetic information, marital status, sexual orientation, gender identity or express or any other characteristic protected by law. The Recruitment Division provides a vital first contact with the general public and potential candidates for Baltimore City Government employment. This division is responsible for performing various recruiting functions including evaluating employment applications to ascertain minimum qualifications and to establish vacancies and serving as subject matter experts on the City of Baltimore's Civil Service recruitment process, hiring preferences, examinations and applicant tracking.</p>	
Location of Position	
201 E Baltimore Street, Suite 100 Baltimore, MD 21202	
Position Duties	
<p><u>This position will assist Recruitment and Talent Acquisition Specialists & Managers to:</u></p> <ul style="list-style-type: none"> • Review citywide turnover reports to ascertain the number of vacancies, attrition, and future recruitment plans. • Processing requisitions to hire in the City's eRecruit System. • Review, revise, and construct new supplemental questions. • Draft position announcements. • Update and developing new Recruitment Manuals and Trainings • Serve as Test Monitors for promotional examinations • Complete Recruitment Matrices and Recruitment Plans • Develop Application Assessment Tools (T&E) • Review and Rates Applications • Establish Eligible Lists in NeoGov • Work with agencies during the entire recruitment and hiring process • Conduct the City of Baltimore 's CBI processing • Responsible for City of Baltimore's Employee Photo ID program • Research and developing of supplemental questions. • Prepare for Agency Stakeholder Meetings • Learn the basic principles of recruiting <ul style="list-style-type: none"> o Preferred Qualifications o Equivalencies (what they mean and how they are calculated) o Understanding a Class Specification o Developing a T&E o What is an SME • Develop the Specialist Scorecard • Complete the Hiring Manager's Manual Training (PowerPoint) 	
Knowledge Skills & Abilities	
<ul style="list-style-type: none"> • Pursuing a degree in Human Resources Management, Organizational Development, Business or Public Administration or related field from an accredited college or university. 	

- Excellent written and verbal communication skills.
- Ability to problem solve and think critically.
- Must be self-motivated with the ability to follow directions and work both independently and within a group environment to accomplish tasks with accuracy and within tight deadlines.
- Must be responsible, prompt, and courteous; and have excellent attention to details.
- Proficient in Microsoft Word and Excel.
- Graphic Design skills utilizing MS PowerPoint and Publisher a plus.
- Ability to multitask.
- Ability to work on projects and maintain confidential information.

Drug & Alcohol Testing

Candidates selected for this internship will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.

Eligibility

All ACIP, student applicants must:

- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process

- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:

- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*