**Intern Requisition | Human Resources**

**ABOUT CLOUDRISE**

Cloudrise is a security services provider focused on protecting organizations’ data - wherever it resides. Whether on-prem, in the cloud, or someplace in between, Cloudrise protects organizations’ data throughout its entire lifecycle. We build, deploy, optimize, and manage data security programs and market-leading platforms. With centers of excellence in Colorado and London, our experience spans multiple industries, geographies, and organizational sizes. Cloudrise is an innovative and proven alternative to customers’ talent acquisition and retention problems.

Our vision is to create a leadership culture focused on the development and happiness of our people. We equip our staff with the resources they need to make a positive impact and believe this is essential to become an undisputed leader in the industry.  If you are driven to deliver exceptional results to your customers, looking for a “home” where you can make an impact every day, revel in being part of the solution, and enjoy working with a team of driven and passionate professionals, we would warmly welcome you to the team.

**NUMBER OF INTERNS: 1**

**PAID/UNPAID:** Paid at $15/hour and course credit available

**SEMESTER REQUESTED:** Fall 2024

**HOURS/WEEK: 5-10**

**INTERNSHIP DESCRIPTION**

We are looking for an organized and efficient student to assist the Human Resources Manager with planning career fairs and company events, recruiting, and internal communications. The successful intern will be proactive, curious, love to learn, and enjoy working with people.

**LEARNING OBJECTIVE**

The intern will work out of our GJ office and gain hands-on exposure to the inner workings of an HR Department of One within a growing global services company. The student will learn how to plan and coordinate corporate events, create a referral recruiting campaign, design internal staff surveys, onboard staff, generate monthly communications, develop planning calendars, and create HR reports. These objectives will be accomplished by shadowing the HR Manager during the recruitment process and gaining hands-on experience with HRIS systems. Success will be measured by the satisfactory completion of delegated tasks and the completion of deliverables.

**LEARNING ACTIVITIES**

* Assist with organizing and planning company events
* Shadow recruiting and new hire onboarding
* Gain hands-on experience using an HRIS system to add new hires and create reports
* Gain hands-on experience using Excel to format reports
* Gain hands-on experience using MailChimp to create internal surveys
* Gain hands-on experience using Slack as an internal communication channel

**EXPERIENCE & QUALIFICATIONS**

* Desired Majors: Human Resource Management, Hospitality Management, Business Administration
* Nice to have courses: Events Management, Operations Management, Business Communications
* Skills / Interests: Event planning, process improvement, communication skills, attention to detail

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

To apply, please upload your resume and a cover letter to Handshake.