

Company Name	Catawba Island Club
Address	4235 East Beach Club Road Port Clinton, Ohio 43452 United States
Equal Opportunity Employer	Yes
Name of Site Supervisor	Ken Williams
Site Supervisor's Title	Chief Operating Officer
Site Supervisor's Phone	(419) 797-4424
Site Supervisor's Email Address	kwilliams@cicclub.com
Title of Internship	HR Intern
Job Description	<p>Help Employee Specialist with duties including</p> <ul style="list-style-type: none"> - craft job posts - review job applications - background checks - initial phone interviews - communicate declines to applicants
Duration	One Semester
Which semester will the internship begin?	- Spring Semester
How many hours per week will the Intern work?	10
How many weeks will the Intern work?	Spring– 15 weeks
Will the Intern be paid?	Yes
If Yes, please indicate salary/stipend \$	13.5
Preferred academic major(s)	HR
GPA Requirement	3

[Go here for housing/accommodation information >>](#)