

# HUMAN RESOURCES STUDENT ASSISTANT & 2023 SUMMER INTERNSHIP

The initial responsibility of the student employee is to provide administrative support for the Learning and Development Office. After successfully completing an academic year of employment, Human Capital Services will provide a paid internship for the summer of 2023. The student employment and internship will provide a transformative human resource opportunity to gain helpful and relevant job experience.

## HOW TO APPLY

All applicant must submit their resume and three references through Handshake or by email to [meganeakin@ksu.edu](mailto:meganeakin@ksu.edu).

## COMPENSATION

- Starting at \$10.00/hour
- \$0.25 raise each semester
- \$12.00-\$15.00/hour for the 2023 Summer Internship

## SCHEDULE

- Ability to set work hours around your class schedule
- Flexibility to balance school and work
- Good hours with no evening or weekend shifts

## PERKS TO WORKING ON CAMPUS

- Working during Fall/Spring semester breaks is optional
- Convenient location and easy access to/from classes
- Understanding that you are a student first

## HOURS PER WEEK

- 15 during school year
- 30-40 for 2023 summer internship

## FOR MORE INFORMATION

Reach out to Megan Eakin at [meganeakin@ksu.edu](mailto:meganeakin@ksu.edu) with any questions.