



## INTERNSHIP OPPORTUNITIES WITH THE CITY OF ENID

Apply Online at:  
[www.enid.org](http://www.enid.org)

### AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the City of Enid to provide equal opportunities to all persons regardless of race, color, religion, age, sex, marital status, national origin, political affiliation, veteran status, disability status, or any other legally protected status. Drug free.

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**INTERNSHIP DEGREE FIELDS:** Human Resources; Marketing; Graphic Design; Business Administration

**DEPARTMENT:** Human Resources

**DATES:** Start - **6/1/2020**  
End - **7/30/2020**

**DATE POSTED:** 2/28/2020

**DEADLINE FOR APPLICATION:** **4/5/2020**

**SALARY:** \$9.79 PER HOUR / 32 HOURS PER WEEK  
(Monday through Thursday)

**DESCRIPTION:** Design the Human Resources web page and develop page content and assist with social media recruitment. Assist with planning and executing summer events, including benefits enrollment. Spearhead the newly created Volunteer Ambassador Program. Assist with daily office administrative tasks as required.

**QUALIFICATIONS:** Applicant must be a part or full-time student at a college or university. Applicant must have a high school diploma and at least 15 credit hours towards an Associate's or Bachelor's Degree. **Current transcript required.**

**APPLICATION PROCEDURE:** Apply at [www.enid.org](http://www.enid.org).

**JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Printed Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_