

## Leaves Specialist Internship

### Summary:

CGRC has one Leaves Specialist Internship available immediately. We are seeking enrolled Chukchansi Members who are exploring career opportunities with CGRC or have an interest in changing their current employment situation. This internship provides interns with professional development and vocational enrichment opportunities within their chosen career path. Interns will work closely with mentors to complete learning and job assignments within their selected role.

### Program Features:

- Interns will learn or enhance: professional communication skills, team work, guest service, and specific job duties related to the job description by successfully completing assigned job duties and learning assignments within the chosen internship track.
- Interns will learn or further their knowledge of CGRC's human resources policies and processes specifically as pertains to leaves of absence processing and administration.
- Interns will learn or further their knowledge of CGRC's paid time off policies, HR Information Management Systems (Kronos, Infinium) as well as other Microsoft Office Suite products (outlook, excel, word).
- Interns will learn or enhance their knowledge of general human resources administrative processes (records retention, file maintenance, document auditing, data processing).
- Interns will work 30-40 hours per week at the compensated Tribal Team Member rate of pay for the position.

### Basic Requirements:

- Interns must be willing to commit to working 30-40 hours per week; be able to work a standard schedule (days, which may include working on holidays),
- Interns must be committed to investing in their career development with CGRC.
- Proof of enrollment with the Picayune Rancheria of Chukchansi Indians required.
- High School diploma/GED required; Must be enrolled in an accredited college pursuing a degree in the related field.
- 1 year of clerical/administrative work experience in Human Resources or related field (benefits, insurance, medical front office) required.

**Please complete your application online. For all questions and inquiries please contact:**

Nicole Kolopanis, Career Development Program Administrator at:

Email: [Nicole.Kolopanis@Chukchansigold.com](mailto:Nicole.Kolopanis@Chukchansigold.com)

Office: 559-692-5396