

HUMAN RESOURCES INTERNSHIP OPPORTUNITY with CLB&T!

Clear Lake Bank & Trust Company is an independent, community bank in Clear Lake, Iowa with an office in Garner, Iowa and two locations in Mason City, Iowa.



Duties Include:

Assists with:

- Creation and review of position descriptions
- Creation of training content and engagement on learning management system
- Recruitment and onboarding activities
- Maintenance of HRIS including ensuring integrity and confidentiality of information, administering changes to the system, compliance and creating reports as needed
- Other areas as needed to support the overall performance of the bank and service to its customers.

Position Summary

This part-time and seasonal/temporary Human Resources Intern position is expected to assist in the administration of CLB&T's overall people strategies and processes with emphasis on organizational development, recruitment and retention. The internship would begin in mid-May and continue through mid-August.



Typical Work Schedule

- Approximately 25-35 hours per week.
- Varied schedule M-F 7:30AM-5:15PM.
- Thursday evenings.
- Saturdays as needed to support events.
- Candidates will be expected to be able to be flexible with scheduling based upon the needs of the Bank.



Qualifications

- Open to current students.
- Desire to pursue a career in HR related field preferred.
- Excellent communication skills.
- Proficient in PC usage and standard office applications (i.e. Microsoft Word & Outlook).
- Excellent attention to detail.



SCAN ME

TO APPLY:

Please visit our website at clearlakebank.bank
Click on Connect and then Internship Opportunities.

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**CLEAR LAKE
BANK & TRUST** CO.
A FULL SERVICE BANK MEMBER FDIC