Talent Office Internship

At CPS, our vision is that every student in every neighborhood will be engaged in a rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. The CPS Talent Office (Human Resources) is accountable for ensuring that every school and every classroom has committed and effective Teachers, Leaders and Staff.

CPS is seeking four interns to work beside HR Talent Generalists and Talent Acquisition Specialists on Quality Initiatives, New Process Initiatives, Change Management, Organizational Communication Strategies and Hiring-Related Messaging. Interns would need to be able to work a minimum of 10 hours per week. All interns will work at the CPS Central Office in downtown Chicago.

Learning Objectives Include:

- Creation of stakeholder communication plan for roll out of multiple Talent Office related activities and events.
- Collaboration with CPS Communications Department to create summer hiring messaging for internal and external audiences.
- Development of communication strategy for social media to support monthly recruitment focus areas (i.e. high needs recruitment, teacher and school leader hiring, diversity recruitment).
- Review CPS Vision, Mission and Framework for Success and research Talent and Job branding best practices.
- Collaborate with CPS Talent team to develop CPS Recruitment "Brand" for the 2014-2015 school year including outreach strategy and messaging timelines.

Internships are available throughout the year including spring and summer months. Internships are unpaid; however, all are eligible for college credit. Please check with your appropriate university faculty or staff for more information about credit requirements for internships at your respective campus.

This is an opportunity to earn credit and more importantly make a difference in the lives of the children of the Chicago Public Schools. Those interested in pursuing a career in Human Resources, Education or Communication related fields would gain the most from this opportunity.

For spring or summer internship consideration:
Please submit a resume, copy of your current transcript (student or unofficial copy is sufficient) and a brief statement identifying why you would like to intern with the Chicago Public Schools. Please include the days/hours you are available each week. You can submit your items via e-mail to talentacquisition@cps.edu. Please indicate CPS Internship Opportunities in the subject line.

Thank you for your interest in Chicago Public Schools and best wishes in your future endeavors!