



Job Title: Human Resources Intern

SUMMARY:

Cat 5 Studios is a game and video production company specializing in video and games that spins results for your company. Our talented team creates authentic and creative animated videos and games to help people, agencies, organizations, and companies grow their dreams and deliver their messages effectively worldwide.

RESPONSIBILITIES:

Human Resource Assistants are responsible for assisting with and preparing offer letters, assisting with new-hire packets, maintaining employee records, and providing administrative support to the Human Resource Department.

- Work with other department team members to create educational and recruiting videos
- Assist with creating instructional design videos to correspond with onboarding documents
- Assist with creating manuals for orientation and on-boarding documents
- Assist with training new interns on interactive performance plan
- Prepare monthly time management reports
- Assist with editing and preparation of monthly blog articles for publication
- Assistant with maintenance of monthly performance plans
- Assist with collecting data from previous staff & interns to prepare reports and white papers for publication
- Participate in interviewing new employees and interns to create posts for social promotion
- Conduct exit interviews with outgoing staff
- Participate in tabling on college campuses
- Attend networking events
- Other duties as requested and mutually agreed by Cat 5 Studios

REQUIREMENTS:

- For school credit
- Available to work 16-20 hours a week
- Attend weekly team meetings and client meetings as available
- Strong research & communication (writing, verbal & listening) skills
- Creative, problem solving, excellent time management & prioritizing skills
- Bold and fearless attitude, confident.

WHAT WE OFFER:

We offer experiential, service learning, and apprenticeship opportunities.

- Career development and mentoring to ensure you earn job skills to help you obtain an entry level position
- A portfolio of deliverables as part of your experience portfolio
- Business casual dress code every day at our weekly team meeting with cloud based drive



- Flexible work schedule
- Food at our team meetings
- Ability to work across other departments and participate in leadership & management opportunities
- Attend networking events
- Work with leadership team
- A relaxed work environment that fosters a balance between hard work and fun
- Develop leadership skills
- Establish measurable results that transfer to real lines on your resume
- Earn certifications for your resume
- We give back to our community and volunteer and get together once a month to just hang with each other.

SOUND LIKE YOU?

Submit your resume to careers@cat5studios.com or go to our website <https://cat5studios.com>