

## **Recruiting Intern - Fall 2016 - Job ID 11467**

**Livonia, MI**

**Remove Post: August 7, 2016**

Roush supplies comprehensive, integrated development services and provides customers with support that fuses technology and engineering. From design through prototyping, testing and manufacturing, we take our customers' visions from the sketch pad to production. We're focused, efficient, and we deliver. With over 3000 employees in more than 40 facilities across the United States, and interests around the world, Roush solves customers' problems and provides significant support to the automotive, performance products, military, entertainment, alternative fuels and consumer products industries. We are focused on performance, driven by technology, and committed to our customers' success. If you're only happy when your customers are happy, we want you on our team.

Do you want to work for a busy, growing automotive supplier? Would you like to see how full-cycle recruiting and on-boarding impact our business while gaining real world experience towards your career? Due to growth in our business, we are seeking a Recruiting Intern to support our team for the Fall 2016 Semester. The Recruiting Intern will be responsible for scheduling phone screens and setting up interviews, posting jobs on various websites, data entry, creating and distributing weekly reports, attending weekly staff meetings and updating meeting minutes as well as assisting the recruiting staff in various activities as needed. **This position is located in Livonia, MI.**

### **Qualifications**

- Minimum sophomore standing in college
- Must be pursuing Bachelor's degree in Business or related field, concentration in Human Resources preferred
- Must be able to work a minimum of 40 hours/week (Monday-Friday, 8am-5pm)
- Must be computer literate, with strong knowledge of MS Office, especially Excel and Outlook
- Recruiting Intern must have strong customer service skills, including professional phone etiquette
- Must have excellent organizational skills and ability to multi-task in a fast-paced environment
- Must have excellent written and verbal communication skills

To apply, please visit the Roush careers page by clicking on this link: <http://www.roush.com/careers>

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**At Roush, we are committed to maintaining an environment of Equal Opportunity and Affirmative Action. If you need a reasonable accommodation to access the information provided on this website, please contact the Recruiting Department at 734-779-7007 for further assistance.**

**EEO/AA/Veterans/Disabled**