

**Human Resources Assistant: Temporary Summer Position**  
**Office of the Speaker**  
**Illinois House of Representatives**  
**(Re-Post)**

**Job Type:** Contractual, Temporary

**Reports to:** HR Director

**Location:** Springfield, Illinois

**Number of Positions:** 1

**Date:** 07-01-22

**Summary:** The Illinois House of Representatives is seeking a student or new professional interested in the fields of Human Resources, public administration, and/or business to fill a temporary, contractual position in the Human Resources Unit for the months of July and August 2022. This short-term position is an excellent opportunity to gain experience and learn firsthand about HR processes and operational functions. This position will have the opportunity to learn about, experience, and practice supporting full-cycle recruitment and outreach, new hire onboarding, employee engagement, performance management, and training development and administration within the Office of the Speaker. The position will be located in Springfield, Illinois.

**Essential Functions:**

- Support the HR Director in a variety of HR administrative and clerical duties
- Respond to internal and external HR related inquiries, forms or requests
- Update and enter data into HR computer systems
- Set appointments, arrange meetings, and maintain calendars
- Prepare and compile reports and spreadsheets
- Participate in recruitment efforts by posting job ads, organizing resumes and job applications, and assisting in outreach and sourcing of applicants
- Schedule job interviews and assist in interview process
- Ensure criminal background and reference checks are completed
- Maintain records related to employee complaints, performance reviews, workplace safety and disciplinary actions
- Coordinate training sessions and seminars and employee engagement and outreach events
- Complete termination paperwork and exit interviews
- Other duties as assigned

**Qualifications:**

- High school diploma or equivalent, some college strongly preferred.
- Strong problem-solving skills, including being able to identify issues and support solutions in a timely manner.
- Strong interpersonal skills.
- Effective verbal and written communication skills. Should be able to adapt communication style to suit different audiences.
- Ability to effectively read and interpret information, present numerical data in a clear manner, and skillfully gather and analyze information.
- Attention to detail. Must be organized, accurate, thorough, and able to monitor work for quality.
- Effective time utilization. Must be able to prioritize and plan work activities as to use time efficiently.
- Must be dependable, able to follow instructions, respond to management direction.
- Strong computer skills, including GSuite and Microsoft Office applications.
- Experience maintaining a high level of confidentiality.

**Compensation:**

- \$15.00-\$20.00 per hour, 35 hours per week.

- This is a contractual position and offers no additional benefits.

Qualified applicants should submit cover letter, resume, and contact information for three professional references to:

Pamela Lassiter  
Human Resources Director  
Illinois House of Representatives  
Office of the Speaker  
Room 419, Stratton Building  
Springfield, IL 62706  
[HumanResources@hds.ilga.gov](mailto:HumanResources@hds.ilga.gov)

**Work Environment:**

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois which is open to the public. Security for the Capitol Complex is provided by Illinois Secretary of State Police.
- The working environment can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm. Hours are subject to change.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

The Office of the Speaker of the Illinois House of Representatives is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.