



## Penske Automotive Group – Student Intern Opportunity

<b>Job Title:</b>	Talent Miner Intern	<b>Job Category:</b>	Talent Management
<b>Department/Group:</b>	Human Resources	<b>Reports to:</b>	Human Resources Manager
<b>Location:</b>	Scottsdale 101 Complex	<b>Travel Required:</b>	Limited, Intra City
<b>Level/Salary Range:</b>	\$10.00 / hour	<b>Position Type:</b>	Part Time (15 – 20 hours / week), Project Intern
<b>HR Contact:</b>	Kim Stanley	<b>Date posted:</b>	January 24, 2012
<b>Immediate Supervisor:</b>	Kim Stanley	<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Summary:</b>	Work with Human Resources Department to identify the skill-set and potential of current employees, develop job descriptions for each position and document skills, talent and experience of current employees.		
<b>Submit brief letter of application and resume to:</b>			
<b>Attention:</b> Kim Stanley, HR Manager	Penske Automotive Group – Arizona		
<b>E-mail:</b> kim.stanley@penskeautomotive.com	Attention: Intern Opportunity		
<b>Subject Line:</b> Talent Miner Intern	7015 E. Chauncey Lane		
	Phoenix, AZ 85054		
<b>Job Description</b>			
<p><b>Job Purpose:</b> Every company has hidden talent and untapped skills. The purpose of this project is to discover what hidden talent and untapped skills we have within our current employee population. This project will entail developing job descriptions for each position, researching and development of an online skills audit and talent management solution.</p> <p><b>Desired Skill Set:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills (Strong oral and written communication skills).</li> <li>• Proficient in Microsoft Excel, Word and PowerPoint.</li> <li>• Website development experience</li> <li>• Academic background / interest in Human Resource Management.</li> <li>• Able to work a consistent 15 – 20 hour week during the assignment period</li> </ul> <p><b>Other Employment Consideration:</b> Applicant must be able to pass customary drug screening &amp; background check</p> <p><b>Employment Dates:</b></p> <ul style="list-style-type: none"> <li>• Coincides with NAU Semester Academic Calendar. <b>There is an immediate “not for credit” internship position available from now through May 15<sup>th</sup>.</b></li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	