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Early Talent Intern

Virtual Req #10704

Date Posted: Wednesday, January 12, 2022

Job Title: Early Talent Intern**Department:** Talent Acquisition**Work Term & Duration:** Spring 8 Months**Location:** Virtual

Ceridian is a global leader in Human Capital Management technology. Simply put, we allow our customers to do the most complex things well (HR, Payroll, Benefits Administration, Workforce Management and Talent Management) and do them to scale. Makes Work Life Better™ is our brand promise, not only to our customers, but to our employees as well. Our flagship platform, Dayforce, helps leaders make smart decisions based on data, strategy and intelligence that create value and maximize productivity.

Benefits for Students:

- Experience working for one of the fastest growing Human Capital Management technology companies in the world Access to Ceridian's development programs and resources
- Ability to work with as well as create relationships with members across the globe
- Autonomy to bring forth new ideas and optimize existing structures within the organization
- Meaningful responsibilities, enabling you to obtain 'real-world' experience
- Dynamic hands-on exposure to multiple business-units and stakeholders across Ceridian

Job Summary:

The mandate of the Early Talent team is to invest in the growth & development of diverse early talent, globally. We fundamentally believe that students today are the leaders of tomorrow.

As part of the Early Talent team, you will play an active role in attracting, recruiting, and developing top student talent. You will be responsible for partnering and managing relationships with various universities to facilitate the hiring of co-op students, interns, and new graduates.

Responsibilities:

- Identify, coordinate and lead campus recruitment events, globally
- Evolve the campus ambassadors' program
- Maintain relationships with existing universities/colleges and form relationships with new institutions
- Assist in full cycle recruiting for co-op and intern positions
- Accurately process hires into Dayforce and manage background checks via HireRight
- Assist with student orientation
- Work with the business to identify appropriate Ceridian positions to promote on campus
- Promote the Ceridian brand through campus recruiting
- Perform a variety of administrative functions including surveys, invoicing, and reporting
- Help lead Diversity, Equality and Inclusion strategic initiatives in the world on Early Talent

Qualifications:

- Enrolled in Human Resource or related business programs.
- Highly organized, diligent, and good initiative
- An outstanding communicator able to captivate a new grad audience
- Interested and intrigued in early talent initiatives, activities, and programs; able to build deep relationships with on-campus resources as well as Ceridian business leaders
- Ability to maintain trustful relationships with candidates, hiring managers and educational partners
- Ready to be an active participant on key Universities/Colleges campuses
- Creative with a strong desire for process improvement
- Demonstrate a passion for people and their careers
- Self-directed individual who can work in a team atmosphere
- Passion for working in a fast paced, innovative environment where change is frequent and desired
- Attention to detail and proficiency with various Microsoft productivity tools including Outlook, Excel and PowerPoint



We understand that no matter where you are, choosing a new employer is always one of life’s most stressful events. We encourage you to check us out at Ceridian.com or follow us on LinkedIn to learn more about how we are impacting the world of work for our customers, employees and you!

Ceridian is fueled by the diversity of our talented employees. We are an equal opportunity employer and consider and embrace ALL individuals and what makes them unique. We believe our employees should be happy and healthy, with peace of mind and a sense of fulfillment. We provide our employees with comprehensive benefits for various life circumstances and needs, great opportunities for career development, and a balanced lifestyle to achieve personal and professional success. We encourage all individuals to apply for positions that fit their passions.

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted. If you are selected for an interview, you will be contacted by a Ceridian Recruiter with a @ceridian.com email directly from our organization.

Other details

Job Family

Non Exempt Clerical

Job Function

Co-op/Internship

Pay Type

Hourly

Job Start Date

Monday, May 2, 2022

Job End Date

Friday, December 23, 2022

Apply Now

