



Kilbourne Group was founded in 2006 by Doug Burgum with the mission of providing thought leadership on the revitalization, smart growth, and redevelopment of Fargo, North Dakota's downtown core. The Kilbourne Group team shares the vision of retaining and carrying forward the history of Fargo through the restoration of historic buildings and the creation of new buildings that honor the past and inspire the future.

We are now recruiting for the following position within our growing organization:

Human Resources Assistant

Position Summary:

Assisting with a broad variety of projects, including:

- Compile data for and roll-out of team member handbook
- Collaborate with team members to identify needs for development and training. Research and coordinate offerings
- Drive process for implementation of performance management software
- Research and analyze HR data to be used for benefits & compensation
- Compile best practices and checklists
- Other projects as assigned

The ideal candidate will possess:

- 3rd or 4th year undergrad or MBA candidate with a major in Human Resources or related field and GPA of 3.0 or above
- Excellent communication skills – written & verbal
- Deep curiosity
- Strong commitment to quality
- Ability to demonstrate a high level of confidentiality with sensitive business information
- Ability to manage multiple projects in a fast-paced, ever-changing environment

Creating a learning environment:

- Kilbourne Group summer interns will be part of a cohort of fellow interns from other organizations. This program will focus on advancing learning through shared experiences, local speakers, and field trips.

Kilbourne Group offers paid internships. Please email your resume, cover letter and writing samples to gtehven@gmail.com by February 14, 2013. Formal internship begins May 27 and concludes

August 8. Dates can be negotiable.

Respect for the Past □□ ***Gratitude for the Present*** □□ ***Inspiration for the Future***