

## Alaska Airlines

**Job Title:** Intern – Seattle Promise, Job and Career Pathways

### **Role Summary**

Become part of a dynamic environment that offers a hands-on internship experience. We are looking for talented and enthusiastic students to contribute toward key projects that support our business, community and cultural growth. Experience a work environment that thrives on innovation, collaboration and partnership.

### **Scope & Complexity**

We want to talk to Seattle College students participating in the Opportunity Promise program who have accomplished outstanding academic results. The program is designed for a commitment of 40 hours per week for the duration of the program.

### **Key Duties**

- Participate in software implementation testing for a new talent acquisition solution (execute test scripts, documents bugs for resolution)
- Assist in managing project task list and follow ups for project tasks
- Attend project team meetings as directed by the Sr. Project Manager to participate and capture notes and action items
- Participate and provide feedback in talent acquisition product demos
- Other duties within Talent Acquisition as required

### **Job-Specific Skills & Education**

- Required
  - Communicate and relate well with others working towards a common goal
  - A positive attitude and eagerness to learn
  - Microsoft Office skills
  - High school diploma or equivalent is required.
  - Minimum age of 18.
  - Must be authorized to work in the U.S.
- Preferred
  - Interest in exploring a career in either Human Resources, IT, or Project Management
  - Self-starter that is able to take a task through completion, asking for help along the way if needed

### **Job-Specific Leadership Expectations**

- Embody our values to own safety, do the right thing, be kind-hearted, deliver performance, and be remarkable.