

# Say Yes Buffalo Internship Program

## Posting Submission Form

**Organization Name:** Rich Products Corporation

**Location:** One Robert Rich Way Buffalo, NY 14213

**Website:** <https://www.richs.com/>

**Submitter Name:** Shelby Connors

**Position Title:** HRIS Talent and Acquisition

**Email Address:** sconors@rich.com

**Organization Description/Profile:** Rich's has been able to pull off something rare in the business world: a culture that successfully blends the latest business practices with family values. That means our associates are able to work for a great company while also benefiting from a work environment that fosters world class professionalism combined with family intimacy. Our benefit offerings are reflective of this unique blend of Life, Work and Family.

**Position Supervisor:** Robin Melancon

**Internship Title:** Digital Workplace Intern

### **Internship Duties and Responsibilities:**

The Digital Workplace intern will be part of the Rich's Digital Workplace Team, a cross functional team who is promoting a digital culture that enables associates to thrive in a dynamic, collaborative, and innovative environment.

### **Minimum Requirements**

- Say Yes Scholar in good academic standing
- Rising Junior or Senior for the fall 2018 semester

### **Desired skills:**

- Excellent written and oral skills
- Excellent organizational skills and attention to detail
- Affinity with technology, enjoy working in systems
- Ability to work with minimum supervision
- Experience building training documentation is a plus
- Experience with Microsoft SharePoint a plus
- Proficiency in Microsoft Power Point, Excel and Word a plus

**Duration of employment:** Internship position will be from May through August, depending on student's availability, with an opportunity to continue employment through the fall.

**Compensation:**

- Candidate will receive competitive compensation.
- NOTE: Any determination regarding academic credit will be made by the intern's academic department.

**Accommodations:**

- The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns. Organizations should indicate in their internship descriptions reasonable ways in which they can accommodate candidates with disabilities.

**To apply:**

Submit:

Cover letter and resume to [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org)

**Deadline:**

February 20, 2018