BERGER INSTITUTE
FOR WORK, FAMILY AND CHILDREN
CLAREMONT MCKENNA COLLEGE

Eclipse Berry Farms, LLC/Berger Institute Internship

The Berger Institute is partnering with Eclipse Berry Farms, LLC (Ventura County, CA) to offer an exciting internship on human resource policies in the Summer of 2012. The company's brand Cal Fruit was founded in 1963. Originating in Ventura County, Eclipse Berry Farms, LLC grows strawberries, raspberries, and grape tomatoes. During peak season the company employs over 2,000 employees. Recently, Eclipse Berry Farms expanded to grow strawberries in the Salinas area. The intern will be employed with the Human Resources Department and will gain exposure to the following areas:

- **Employee orientation, development, training, and recordkeeping**
- **Assisting with employee relations**
- **Company employee communication**
- **Compensation and benefits administration**
- **Employee safety and health reporting, and employee services**
- **Maintaining employee files and the HR filing system**
- **Assisting with the day-to-day efficient operation of the HR Office**

Qualified applicants should possess these skills and meet the following criteria:

- **General computer skills (word, excel, power point, etc.)**
- **Effective oral and written communication skills**
- **General knowledge of various employment laws and practices**
- **Interpersonal skills**
- **Organizational skills**
- **Be able to gather and analyze information skillfully**
- **CMC student**
- **CMC Student must enroll in INT 199: Summer Internships in Leadership or Independent Study**
- **Interns must work a minimum of 200 hours over at minimum 2-month duration as a requirement of INT 199**
- **Grade point average, community involvement, and leadership experience are also an important part of the total assessment of student applicants**

This is a paid Internship (hourly rate of pay to be determined based on level of experience) and students will receive one-half course credit. To apply, please submit the following application and all relevant materials.

Name: _____
Last First MI

Mailbox number: Cell Phone: _____

Email address: _____

Major Field of Study: Cumulative GPA: _____

Class: ☐ Fr. ☐ Soph. ☐ Jr. ☐ Sr.

Application deadline for Summer 2012: **February 1, 2012**

- ❑ Completed application form
- ❑ Resume
- ❑ Transcript (printout from CMC portal is sufficient)
- ❑ 1 recommendation (must be from a faculty member)

Submit application and all material to:
Heather Antecol, Director - Bauer 327

For more information, email hantecol@cmc.edu
or come by the Director's Office (Bauer 327).