

## Assessment & Development Intern

### Description:

Vaya Group's continued double-digit growth means that we're always looking for talented individuals to join our amazing team! *Show us you're the right person for this internship!*

Our Assessment & Development Interns help organizations and individuals make human capital a clear competitive advantage by providing support and guidance on assessment and talent initiatives.

Vaya Group's clients are some of the best-known brands in the world. Vaya partners with them to create tailored talent management and leadership development initiatives.

Vaya's casual office and work-from-home environment and our innovative spirit blend with the security and stability of a proven and established consulting firm. Whether in-person or working remotely, you'll have the opportunity to work and learn hands-on with highly talented professionals as a valuable part of our diverse team. You'll work in a fast-paced and flexible environment where culture, ethics, and people truly matter.

If you are a collaborative, conscientious, and solution-oriented individual who possesses excellent communication skills and a passion for leadership assessment & development, then we want to talk to you.

### What You Will Learn:

- Behavioral interviewing techniques
- Industry and organizational knowledge
- Understanding of competency models, leadership behaviors, and frameworks
- Data integration and management
- Product and solution development

### Duties & Objectives May Include:

- Provide support to the consultant team including summarizing, transcribing, and coding leadership interviews
- Conduct behavioral and reference interviews with support
- Assist in integrating data to build assessment reports that highlight individual strengths and opportunities
- Lead research around industry trends, new clients, and client teams with guidance from Vaya leaders
- Participate in team meetings and brainstorming sessions

- Assist with talent data analytics projects summarizing qualitative and quantitative data and creating client presentations
- Building an understanding of competency model development and how to define leadership behaviors for real-world application with clients
- Contribute to Vaya Group products and solutions
- Learn coaching and feedback techniques

**Required Skills:**

- Strong self-starter – willingness to dive in
- Curiosity and openness to learning
- Eagerness to receive and apply feedback
- Agile mindset to adapt to changes swiftly
- Excellent communication skills
- Proficient in Microsoft Office applications
- Strong typing skills
- Ability to multi-task and shift between tasks
- High attention to detail and conscientiousness

**Education / Experience:**

- Second year or later pursuing a Business, Psychology, or Organizational Behavior master's degree or doctorate
- Minimum 3.0 grade point average

*This is a virtual internship. Vaya Group is located in Warrenville IL, but Interns will not be required to relocate. Full-time internship is preferred (40 hrs/week) with flexibility for graduate programs that may require part-time/externship status.*