

Human Resources Intern

Job Description

Internship Overview

The Human Resources Intern position supports the Human Resources department in areas such as recruitment, onboarding, employee relations, and day-to-day administrative operations. This hands-on internship provides exposure to key functions in employee engagement, marketing efforts, and district events, providing valuable experience in a professional setting.

Anticipated Internship Schedule

Based on a standard 120-hour collegiate internship structure:

- Duration: Ten weeks

Although the internship is designed to span ten weeks, hours may be completed in as few as four weeks, with a maximum of six hours per day.

Flexible scheduling may be accommodated within the specified start and end dates and the parameters outlined above.

Recruiting & Marketing Tasks

- Develop strategies to a diverse and qualified applicant pool through social media, pending department approval
- Assist in the pre-planning and coordination of Fall 2025 and Spring 2026 recruitment events
- Support event-related tasks including flyer design, marketing material preparation, and assisting with social media coverage
- Prepare welcome packets for Student-Teacher and TeacherReady program participants
- Review resumes collected from recruitment events and coordinate follow-up with school Principals

Department Tasks

- Provide department support, including scanning and filing documents as needed
- Stay informed on current HR practices and contribute ideas for continuous improvement
- Perform general clerical duties as assigned

Benefits and Learning Opportunities

- Practical, real-world HR experience
- Professional mentorship
- Skills development
- Opportunities for networking within the organization