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# Example of Internship HR Job Description

Our company is growing rapidly and is looking for an internship HR. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for internship HR

* Employee Focus Groups
* New Hire Orientation preparation
* I-9 processing and e-verify
* Compliance Audit verification and much more
* Learn and help with planning and logistics of programs
* Create articles, marketing and short videos to promote programs
* Research innovation, gender/diversity and leadership speakers
* Research Talent Development programs
* Help refine department and training decks
* Help develop content for the interactive wall

## Qualifications for internship HR

* Masters’ degree level
* Strong ethical standards and high level of discretion
* A previous experience in data analyst roles would be considered an advantage
* Ability to work by objectives under tight deadlines
* You must be a junior, senior or a recently graduated student with a cumulative GPA of 3.0 or above from a 4 year university (or MBA/Graduate student)
* Major in marketing, human resources or public relations preferred