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# Example of Internship HR Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of internship HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for internship HR

* Provide HR admin support and assist country HRMs
* HR Project work (as directed by HRMs)
* You will support and/ or lead several HR projects
* Responsible for implementation and realization according to the project plan (specification, quality, time, communication, information) and organization
* Report on the progress of the project(s) with an agreed frequency on quality, status, time, and money to HR business partners, senior management and to the project members
* Coordinate the development and execution of project communication strategy
* Planning, coordinating and tracking small (sub)projects, which are mainly HR focused
* Being able to effectively prioritize and execute tasks in a pressurized environment and work proactively to ensure project milestones are met
* Recruiting and selection
* Prepare and keep updated organizational charts

## Qualifications for internship HR

* Must be a currently enrolled student seeking internship credit
* Bachelor’s degree, Master’s Degree in Psychology or in HR Management preferred
* A previous “multitasking” experience could be a plus autonomous
* All candidates must be legally eligible to work in the US for the entire duration of the internship
* Previous work experience – a summer job, internship or full- time role
* Flexible, self-starter who can work independently and has an interest in different aspects of human resources