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# Example of Internship Human Resources Job Description

Our innovative and growing company is hiring for an internship human resources. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for internship human resources

* Compose correspondence for the HR Department, such as letters, contracts
* Develop a working knowledge of HR information databases
* Adapt to rapidly changing priorities and assist on multiple projects
* Management of end to end administration of learning events for Australia and New Zealand
* Support the creation of an annual training calendar and scheduling of events
* Provide data entry support and monitor the progress of learning events and participation rates
* Track training hours and produce high quality learning reports
* Management of invoices, purchase order creation and training budget updates
* Management of relations with external vendors
* Support the Houston-based HR Team with the implementation of policies and processes, job description and career ladder updates, employee relations, and other HR topics

## Qualifications for internship human resources

* Sending feedback to all the students
* Coursework relating to Human Resources, Communications, Sociology or Psychology a plus
* Work with the members of the Culture Lab to design and implment various programs
* Current undergraduate or graduate students and recent college graduates are encouraged to apply
* MUST be able to commit 3 days per week to the internship
* Microsoft Excel skills at an intermediate level or higher