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# Example of Internship Human Resources Job Description

Our growing company is looking for an internship human resources. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for internship human resources

* Grow as a professional and an individual
* Gain knowledge and experience in Human Resource benefit administration
* Take ownership of tasks, complete projects, and see the results of your hard work
* Schedules interviews for internal and external candidates
* Updates candidate records in the Talent Acquisition system
* Supports and assists the Talent Acquisition Partners in day-to-day operations
* Initiates and monitors progress of onboarding requirements of external and internal candidates such as background checks and drug screens
* Submits new hire/employee data change transaction requests to the HR Service Center Team
* Maintains and updates process documents of the Talent Acquisition Team
* Update employee handbook to match our polices

## Qualifications for internship human resources

* ADP or HRIS system experience preferred
* Demonstrated ability for detailed and analytical work, very high levels of accuracy in completing tasks
* Excellent customer service focus with the business
* BS Human Resource Management
* Upload Resume
* Upload copy of grades