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# Example of Talent Acquisition Intern Job Description

Our innovative and growing company is looking to fill the role of talent acquisition intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for talent acquisition intern

* Supporting onboarding transaction processing activities including I-9 processing, criminal background checks and medical clearance review
* Processing requisitions and verifying approval to fill new or vacant positions
* Posting jobs on internal posting system via applicant tracking system
* Creating interview guides from applicable software
* Communicating offers or rejections to candidates via telephone, letters, email
* Complete projects as assigned and demonstrate ability to handle multiple tasks with minimal supervision
* Provide overall administrative and project support to the Manager Talent Acquisition, including scheduling, drafting communications, calendaring and preparing materials
* Support the Talent Acquisition team by conducting phone screens, qualification reviews, background research and interviews for potential internal/external candidates
* Represent the Talent Acquisition team at recruiting events
* Support Pilot Hiring programs including application processing, qualification screening, interviewing, background investigation and compliance

## Qualifications for talent acquisition intern

* Currently enrolled in an accredited Bachelor’s degree program in Human Resources, Communications or other related field
* Availability to work full time for duration of the 10 week program
* Deep dive into the technology related HR solutions
* Must be a matriculated college student, GPA of 3.0 higher preferred
* Working towards a Bachelor’s degree in Human Resources, Business or related field
* Strong leadership, project management, time management and research skills