Example of Talent Acquisition Intern Job Description

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Our innovative and growing company is searching for experienced candidates for the position of talent acquisition intern. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for talent acquisition intern

- Help develop and facilitate the Arconic Internship Program (including orientation, networking events, and offsite events)
- Assist in planning of 2017-2018 campus recruiting activities and national event participation
- Assist with other University Relations projects as assigned
- A structured program plan
- Hands on project work
- Access to mentors and networking opportunities
- Learning and development sessions
- Interactions with Senior HR and Business Leadership
- Competitive compensation is offered including arelocation stipend for eligible candidates
- Arrange candidate interviews

Qualifications for talent acquisition intern

- Priorities management
- Hotel Management or HR related degree Human Resources Management or a keen interest in progressing a career within this field
- Bachelor degree qualified or equivalent
- Good at research, data consolidation & analysis
- Knowledge/ Experience on build up rich content – writing, editing
- WeChat technical skill – H5 tech will be a big plus