



Human Resources Internship

The Human Resources Intern will support the HR department with key functions related to recruitment, hiring, and Fair-Time Employee orientation. This role is ideal for someone interested in gaining practical experience in talent acquisition and onboarding processes within a professional HR environment. The intern will work closely with HR staff to help ensure a smooth, positive candidate and new-hire experience.

Responsibilities:

- Help review applications and screen resumes to identify qualified candidates.
- Schedule interviews and coordinate communication between candidates and hiring managers.
- Participate in the interviewing process when appropriate.
- Assist with processing hiring paperwork and scheduling candidates for orientation.
- Assist with sending hiring documents to Fair-Time employees.
- Assist the HR Manager with employee relations issues and worker's compensation claims during the Fair.

Qualifications:

- Currently pursuing a degree in Human Resources, Business Administration, Psychology, or a related field.
- Strong attention to detail and organizational skills.
- Excellent communication skills, both written and verbal.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency with Microsoft Office (Word, Excel, Outlook); familiarity with applicant tracking systems is a plus.
- Strong interpersonal skills and the ability to work collaboratively with diverse teams.

This position is a 40 hour per week paid position beginning in early May working through the end of the Fair in August. Standard office hours are Monday – Friday from 8a.m. to 4:30

p.m., with extended hours starting later in June or July through the Fair (August 13-23) including some required evenings and weekends.