

## Human Resources Intern

The Baltimore City Health Department seeks Human Resources Interns. This internship will consist of 15-20 hours per week. We are looking to fill this position immediately and it will last approximately 3 months. This is an unpaid position, but is a perfect opportunity for a student seeking graduation credit, volunteer hours, or practicum requirements.

### *Job Duties*

- The interns will work with Human Resources personnel to:
  - Perform critical HR work related to employee recruitment, onboarding, and exits
  - General administrative duties to support day-to-day of HR
  - Lead development of special HR projects that support enhancement of the employee experience
  - Complete other duties as assigned

### *Candidate Requirements*

- Ability to communicate effectively, both written and verbal.
- Ability to compile data and work within various systems.
- Well-organized, adaptable, willing to take independent initiative on HR objectives

### *Candidate Desirables*

- Concentrations in Business Administration, Business Management, Organizational development, HR or equivalent.
- Attention to detail, eager to learn and engage, ability to think broadly.

### *To apply*

Send pdf versions of your resume and cover letter to the Baltimore City Health Department ([bchdinternships@gmail.com](mailto:bchdinternships@gmail.com)). Please put "Human Resources Internship" in the subject line.

