

Sample Internship Description

Title: HR Recruiting Intern (Spring 2026)

Compensation: \$15/hour

Hours: 10-15 hours/week (flexible schedule based on availability)

Location: Birds of a Feather Co., 123 Nowhere Land Street, Rock Hill, SC 2973

Organization: Birds of a Feather Co. is a full-service design agency specializing in brand identity development and design. We believe every client has a story to unfurl, and our mission is to help them spread their creative wings and fly. Learn more about us at www.birdsof FeatherCo.org

Position Description: We're looking for a motivated student or recent graduate to join our team as an HR Recruiting Intern. In this role, you'll support our recruitment and onboarding efforts for new hires, gaining valuable hands-on experience in various aspects of HR.

Responsibilities

- Assist with recruitment and onboarding processes, including applicant screening and training scheduling.
- Maintain applicant tracking system (ATS) to ensure accurate and up-to-date candidate records.
- Collaborate with Marketing Team to create recruiting materials, including digital and print collateral.
- Provide administrative support to the Recruiting Team, including document management and data entry.
- Respond to email inquiries by researching HR recruiting policies and procedures.
- Attend recruiting events such as career fairs and information sessions to recruit prospective talent.

Learning Outcomes

- Gain hands-on experience in full-cycle recruiting, from preparation and sourcing to screening and onboarding.
- Improve technology skills by learning to effectively utilize ATS / HRIS software.
- Acquire and apply foundational knowledge of HR law through research and administrative tasks.
- Develop organizational and time management skills by multitasking and prioritizing various tasks.
- Enhance communication skills (verbal and written) by interacting with applicants and candidates.

Qualifications:

- Currently enrolled as a Sophomore, Junior, Senior, or Graduate Student; or recently graduated (within the last 12 months)
- Ideally majoring in Human Resource Management, Business Administration, Psychology, or a related field (those in from majors with a demonstrated interest in HR are encouraged to apply)
- Ability to work both independently and collaboratively in a team environment
- Strong verbal and written communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational skills and attention to detail

Application Instructions: To apply, submit your resume and cover letter in Handshake by Friday, October 31, 2025, at 11:59 p.m.