

HUMAN RESOURCE INTERNSHIP

Internship (unpaid)

The HR intern will be exposed to all of the functions of a human resources department and assist in preparing the foundational needs of a strategic business partner. The position should coincide with a goal of achieving school credit. Major projects may include: updating job descriptions, applicant tracking, an internal marketing plan (employee recognition), a volunteer program, and communication tools.

Basic Function and Responsibilities including but not limited to:

- Assist Human Resources Team
- Work closely with all departments especially those with positions to fill
- Track all applications/resumes
- Produce training packets
- Order and ensure delivery of new logo nametags

Qualifications:

- Studying or recent graduate in human resources, law, communications, marketing, or business related fields
- Commitment to quality
- Able to work with a group in fast paced environment
- Experience in the computers and Microsoft office products
- Excellent communication skills, ability to multi-task and be detail oriented
- Available occasional nights and weekends as opening approaches
- Passionate about the importance of museum education in the community
- Ability to lift 20 pounds, walk and stand for long periods of time on concrete floors

[**APPLY FOR THIS INTERNSHIP HERE**](#)

THANK YOU FOR YOUR INTEREST IN THE FORT WORTH MUSEUM OF SCIENCE AND HISTORY!