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City Of Amarillo Internship Students H-R Opportunities 2025 Apply Now

Description

The **City of Amarillo** is offering an exciting internship opportunity for students interested in Human Resources (HR). This internship provides hands-on experience in various HR functions, helping students gain practical knowledge and develop essential skills for a career in public sector HR. Interns will work closely with HR professionals, supporting key HR initiatives and programs.

Responsibilities

- Assist with recruitment and onboarding processes, including resume screening and interview coordination.
- Support HR staff in employee relations, training, and compliance initiatives.
- Help maintain and update employee records and HR databases.
- Participate in HR projects related to benefits administration, policy development, and workplace diversity initiatives.
- Conduct research on HR best practices and prepare reports or presentations as needed.
- Provide administrative support, including data entry, filing, and responding to employee inquiries.
- Assist in organizing HR-related events and training sessions.

Qualifications

- Currently enrolled in an accredited college or university pursuing a degree in **Human Resources, Business Administration, Public Administration, or a related field.**
- Must be in **good academic standing** with the institution.
- Strong interest in HR and public service.

Experience

- Previous internship or coursework related to HR is preferred but not required.
- Experience with office software (Microsoft Office Suite, HRIS systems) is a plus.
- Volunteer or leadership experience in student organizations is beneficial.

Skills

- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Attention to detail and ability to handle sensitive information confidentially.
- Problem-solving skills and adaptability in a fast-paced environment.
- Ability to work both independently and collaboratively with a team.

Job Benefits

Hiring organization

City Of Amarillo Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Amarillo, TX, United States, 79105,,
Amarillo,, TX,, United States,

Working Hours

8

Base Salary

10

Date posted

February 5, 2025

Valid through

24.02.2026

- Gain **hands-on experience** in a government HR department.
- Networking opportunities with HR professionals and city officials.
- Potential for **college credit** (subject to university approval).
- Enhance your resume with practical HR skills and experience.
- Flexible work schedule to accommodate academic commitments.

How To Apply

Interested candidates should submit the following:

1. **Resume** highlighting relevant coursework, experience, and skills.
2. **Cover letter** expressing interest in the internship and career goals.
3. **Unofficial transcript** if required by the university for credit approval.