Management Services – Talent Management

Dates of Internship

Fall 2018

Supervisor

Robert Sopronyi

512-974-6720

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Work schedule

Flexible 20 hours per week

Is this Paid Internship?

Varies

Primary Project

The Talent Management internship is an opportunity for students to learn about the recruiting, hiring, and selection process for the City of Austin. We are looking for a high potential candidate who is interested in working in an HR environment. This is an opportunity to gain experience in a professional business setting to learn how a public sector Human Resources Division operates.

Internship Goals

* Learn the recruiting, hiring, and selection process for a municipal park and recreation agency
* Compile information to assist in the recruitment, hiring, and selection of park and recreation professionals
* Create a data base for talent acquisition tools to include forms, hiring materials, and on-boarding procedures

Qualifications

* Currently enrolled in an accredited college/university degree program pursuing a degree in Business Administration or related field
* Completion of sophomore year
* Minimum GPA 3.2
* Ability to fulfill a minimum of a 14 week internship between September and December
* Effective communication and listening skills in a teamwork environment
* Demonstrated ability to work on multiple projects with strong attention to detail

Additional Information

Please contact Intern Supervisor for an application packet and application deadlines.