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State Of New Hampshire Internship H-R Employments Vacancies 2025

Description

The State of New Hampshire is seeking motivated and detail-oriented interns to join our Human Resources (HR) department. This internship provides an excellent opportunity for students and recent graduates to gain hands-on experience in HR operations, talent acquisition, employee relations, and administrative support. The selected candidates will assist with key HR functions while gaining valuable insights into government operations and workforce management.

Responsibilities

- Assist in the recruitment process, including job postings, resume screening, and interview scheduling.
- Support employee onboarding and orientation programs.
- Maintain and update employee records and HR databases.
- Assist in developing and implementing HR policies and procedures.
- Participate in organizing training and development sessions for employees.
- Conduct research on HR best practices and labor laws.
- Handle general HR administrative tasks such as filing, documentation, and data entry.
- Support HR projects and initiatives as assigned.

Qualifications

- Currently enrolled in or recently graduated from a Bachelor's or Master's program in Human Resources, Business Administration, or a related field.
- Strong interest in HR management and public sector employment practices.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Experience

- Previous internship or coursework in human resources, administration, or a related field is preferred but not required.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint) is a plus.

Skills

- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Attention to detail and accuracy in data handling.
- Ability to work independently and in a team environment.
- Problem-solving skills and a proactive approach to learning.

Job Benefits

- Hands-on experience in HR processes and public sector employment.

Hiring organization

State Of New Hampshire Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Concord, NH, United States,
03301,, Concord,, NH,, United States,

Working Hours

8

Base Salary

10

Date posted

July 29, 2026

Valid through

18.02.2026

- Networking opportunities with government professionals.
- Exposure to various HR functions, including recruitment, compliance, and employee relations.
- Certificate of completion and potential academic credit (depending on university policies).
- Flexible work schedule to accommodate academic commitments.

How To Apply

Interested candidates should submit a resume and a brief cover letter outlining their qualifications and interest in the internship. Applications should be sent via the State of New Hampshire's official internship portal or emailed.

[Job Vacancies Portal Here:](#)