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State Of North Carolina Internship H-R Program 2025 In US

Description

The State of North Carolina Internship H-R Program 2025 offers an opportunity for students and recent graduates to gain practical experience in human resources and government operations. As an intern in this program, you will work alongside HR professionals, gaining exposure to various facets of HR processes, policy development, and employee services within the state government. This experience will enhance your understanding of HR functions in the public sector and provide a foundation for future career growth in human resources.

Responsibilities

- Assist in the recruitment and hiring processes, including reviewing applications, conducting interviews, and preparing hiring materials.
- Support HR staff in the administration of employee benefits programs and onboarding processes.
- Assist with creating and maintaining HR-related records and reports.
- Participate in training and development initiatives, providing assistance in organizing training sessions.
- Help monitor compliance with state and federal regulations regarding employee relations and benefits.
- Conduct research on best practices in HR and assist with developing policy documents.
- Handle general administrative tasks such as filing, data entry, and responding to inquiries.
- Collaborate with team members to support various HR projects and initiatives

Qualifications

- Enrollment in or recent graduation from an undergraduate or graduate program, preferably in Human Resources, Business Administration, Public Administration, or a related field.
- Strong interest in pursuing a career in Human Resources or Public Administration.
- Must be eligible to work in the United States.

Experience

- No prior HR experience is required, but any experience in administrative, customer service, or HR-related roles will be considered a plus.
- Previous internships or volunteer work related to HR, office administration, or public service is advantageous.

Skills

- Strong written and verbal communication skills.
- Attention to detail and accuracy in managing data.

Hiring organization

State Of North Carolina Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Raleigh, North Carolina, United States, 27601,, Raleigh,, North Carolina,, United States,

Working Hours

8

Base Salary

10

Date posted

March 19, 2026

Valid through

17.02.2026

- Ability to work collaboratively in a team environment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational skills and the ability to prioritize tasks.
- Basic knowledge of HR principles and practices is a plus.

Job Benefits

- Gain hands-on experience in human resources within a government setting.
- Mentorship and networking opportunities with experienced professionals in the field.
- A stipend or academic credit (if applicable) for your internship duration.
- Exposure to state government HR policies and procedures.
- Opportunity to develop transferable skills that will benefit future careers in HR or public service.

How To Apply

Interested candidates should submit their application through the official North Carolina State Government Internship Portal. The application should include:

- A resume detailing your educational background and any relevant experience.
- A cover letter expressing your interest in the HR Internship Program and why you are a good fit.
- An unofficial transcript (if applicable).
- Two references from professors or past employers.

[Job Vacancies Portal Here:](#)