



COUNTY OF RIVERSIDE  
CALIFORNIA

COUNTY OF  
**Riverside**  
HUMAN RESOURCES

## HUMAN RESOURCES INTERNSHIP (UNPAID)

### **About The County of Riverside:**

The County of Riverside Human Resources Department's mission is to build strategic partnerships with departments, attract and retain a motivated and skilled workforce by championing a Great Place to Work so that employees are committed to delivering valuable and effective services to the people of Riverside County. HR is seeking an intern to work with professional staff on the Temporary Assignment Program (TAP) team. Read more about Human Resources at <http://www.rc-hr.com/>

### **Essential Duties:**

Intern will work in the Temporary Assignment Program (TAP) office on projects related to recruiting efforts in the Desert Cities. The intern's primary focus in late Fall will surround major recruiting efforts for staffing the Date Festival. Intern will also help organize and assist candidates through the hiring process.

### **Learning Objectives:**

Student intern will learn about the Human Resources processes at the County, customer service, and general knowledge of HR administrative skills. Intern will be included in any earning initiative within the department.

### **Qualifications:**

- Applicants MUST be currently enrolled in or recently graduated (less than 12 months) from a Bachelors or Master's program at an accredited college or university.
- Major: Public or Business Administration, Human Resources, Organizational Studies, or similar area of study.
- Minimum 2.5 cumulative GPA required.
- Excellent verbal and written communication skills.
- Ability to work independently and as a team, follow directions and accomplish assigned tasks.

### **Details:**

Location: Indio, CA

Hours: Flexible, approx. 20 hours a week

### **Application Instructions:**

Interested candidates that meet the minimum requirements must apply using Job Gateway.

For detailed instructions and to log in, visit <http://rc-hr.com/Careers/HowtoApply.aspx> **Job Opening ID# 13001**

