



National Internship Program

Sample Federal Internships in Human Resources & Labor Relations

*Not a complete list of internship opportunities available

Desired Majors: Human Resources Management and Services, Organizational Management, Business Administration,
Posted by: US Dept. of Agriculture- Agricultural Research Service: The position will support qualification analysis of application packages of prospective USDA employees, make eligibility determinations, prepare and issue certificate of eligibility. Prepare and issue job offer letter, work conditions of employment, use various workflow systems to track and record recruitment activities.

Desired Majors: Human Resources Management and Services, Human Resources Development, Industrial and Organizational Psychology, Public Administration

Posted by: U.S. Office of Personnel Management:
Intern Duties: Support each of the Senior Executive Services and Performance Management organizational groups on special projects; Focus on public policy for executive resources and executive training and development; Assist with the approval and certification of Federal agency performance appraisal systems; Serve on projects teams designing and implementing innovations for leadership development; Support the operational executive resources services provided by OPM to agencies.

Desired Majors: Human Resources Management and Services, Business Administration, Public Administration, Labor Studies, Labor and Industrial Relations

Posted by: Library of Congress- Congressional Research Service: The intern will assist with the administration of a range of human capital

programs such as: Employee Appreciation Week; New Employee Orientation; performance management website maintenance and HRIS systems.

Desired Majors: Business - Human Resources Management, Human Development

Posted by: Court Services and Offender Supervision Agency: The intern will be responsible for ensuring EEO staff check out and check in cases from library and provided bi-weekly updates to EEO Compliant Manager. Updates status and inputs other key information in the database on a daily basis regarding informal and formal complaints. Forward contacts by aggrieved employees or applicants for employment to EEO Specialist/ Counselors for assistance. Assist Senior EEO specialist by gathering and entering statistical data from various records reflecting the status of minorities/ women in the workforce to support ongoing and new affirmative policies and/or programs.

Desired Majors: Human Resources Management and Services, Business Administration, Business Management and Operations

Posted by: U.S. Dept. of Treasury- Office of the Comptroller of the Currency: Intern Duties: Responsible for assisting with various benefit programs including: short and long term disability, worker's compensation, accidental life/health, life insurance, dental, vision, flexible spending accounts, or 401 (k) programs. Works with specialist in monitoring contracts with vendors who administer benefit programs.

Sample Federal Internships, Continued

Desired Majors: Human Resources Management and Services, Marketing, Health, Health Services Administration, Management Information Systems and Services

Posted by: U.S. Department of Veterans Affairs–Veterans Health Administration: Skills to be gained: Recruitment and Placement, Employee Benefits, and Employee/Labor Relations. Intern Duties: Providing job information and application assistance to Veterans and other applicants; Assisting the Human Resources staff in conducting New Employee Orientation; Providing general clerical support for the Physician Recruitment Office; Providing guidance to employees related to Human Resources benefits.

Desired Majors: Human Resources Management and Services, Business Administration, Ethnic Studies, Labor and Industrial Relations, Labor Studies

Posted by: US Dept. of Agriculture– Office of the Assistant Secretary for Civil Rights: Intern Duties: Assist the Corporate Services Staff in OASCR with program work in the mission of ensuring the fair and equitable treatment of all USDA constituents and employees while ensuring the delivery of quality programs and enforcement of Civil Rights. OASCR ensures compliance with applicable laws, regulations and policies for USDA customers and employees regardless of race, color, national origin, sex/gender, relation, age, disability, sexual orientation, marital or familial status, political belief's parental status, protected genetic information, or because all or part of an individual's income is derived from any public assistance program.

Desired Majors: Business - Human Resources Management and Services

Posted by: U.S. Department of Veterans Affairs–Veterans Health Administration: Intern Duties: Assist with the collection, compilation and/or tracking of data and statistical information in support of the Director's Office. Review of

incoming data from a variety of sources, review documents and reports, correct omissions and inconsistencies, ensure data is complete and accurate. Plan, coordinate, and advise on work efforts or in resolving operational challenges. Working in a group towards the mutual goal of serving Veterans.

Desired Majors: Human Resources Management and Services, Labor and Industrial Relations, Industrial and Organizational Psychology, Public Administration

Posted by: Substance Abuse and Mental Health Services Administration: The intern will support the Employee Relations, FLSA and Records Management Functions within the Division of Management Services. The intern will assist in reviewing documents, conducting research, preparing job materials for supervisors and employees relating to ER subjects, collecting and tracking documents for the FLSA project, and development of internal procedures within OMS to implement electronic record and self-scanning.

Desired Majors: Human Resources Management and Services, Human Resources Development, Industrial and Organizational Psychology, Public Administration

Posted by: U.S. Office of Personnel Management: Intern Duties: Collect data, conduct research and analysis on human capital-related data to develop the framework for workforce strategies in the near and long term; Develop reasoned, data-driven findings and defensible recommendations on a broad number of human capital areas; Participates in meeting and work sessions involving various aspects of subject matter areas relating to Federal human resources management operations, program policies and goals, and associated concepts.