



<https://www.internshipstoo.online/job/city-of-austin-internship/>

City Of Austin Internship Employments Office Opportunities 2025

Description

The City of Austin is seeking motivated and enthusiastic interns to join our Employment Office for the 2025 internship program. This opportunity is designed for students and recent graduates interested in gaining hands-on experience in human resources, talent acquisition, and workforce development. Interns will have the chance to work alongside professionals in a dynamic municipal environment, contributing to meaningful projects that support the City's hiring and employment initiatives.

Responsibilities

- Assist in the recruitment and hiring processes, including job postings, resume screenings, and interview coordination.
- Support workforce development programs and initiatives aimed at enhancing employee engagement.
- Conduct research and compile data related to employment trends, diversity initiatives, and best HR practices.
- Provide administrative support to HR staff, including document preparation, recordkeeping, and scheduling.
- Assist in organizing job fairs, career workshops, and other employment-related events.
- Participate in meetings and training sessions to gain insights into municipal employment operations.
- Engage in special projects and other duties as assigned to support the Employment Office.

Qualifications

- Currently enrolled in or recently graduated from an accredited college or university with a degree or coursework in Human Resources, Business Administration, Public Administration, or a related field.
- Strong interest in public service, human resources, and workforce management.

Experience

- Previous internship or volunteer experience in HR, recruitment, or administrative roles is a plus but not required.
- Experience working with databases, spreadsheets, or HR-related software is beneficial.

Skills

- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Ability to work independently and collaboratively in a team environment.

Hiring organization

City Of Austin Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Austin, Texas, United States,
78701,, Austin,, Texas,, United States,

Working Hours

8

Base Salary

10

Date posted

September 18, 2026

Valid through

09.02.2026

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Attention to detail and ability to handle sensitive information with discretion.
- Problem-solving and analytical thinking skills.

Job Benefits

- Hands-on experience in a government employment office setting.
- Networking opportunities with HR professionals and city officials.
- Exposure to municipal hiring processes and workforce development strategies.
- Flexible work schedule based on academic commitments.
- Potential for academic credit, subject to university approval.

How To Apply

Interested candidates should submit an online application through the City of Austin's official website. Applications must include a resume and a cover letter outlining the applicant's interest in the internship and relevant skills. The application deadline is Selected candidates will be contacted for interviews.

[Job Vacancies Portal Here:](#)