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State Of North Dakota Internship Search Managements Program 2025 In US

Hiring organization
State Of North Dakota Internship

Employment Type
Intern

Duration of employment
6 Months

Industry
Government Administration

Job Location
Bismarck, North Dakota, United States, 58501,, Bismarck,, North Dakota,, United States,

Working Hours
8

Base Salary
10

Date posted
November 20, 2026

Valid through
17.02.2026

Description

The **State of North Dakota Internship Search Management Program 2025** is designed to provide students and recent graduates with hands-on experience in managing internship programs, recruitment strategies, and workforce development initiatives. Interns will gain valuable insights into public sector operations while enhancing their project management, research, and analytical skills.

Responsibilities

- Assist in developing and managing internship recruitment strategies for state agencies.
- Research and analyze internship program trends and best practices.
- Coordinate outreach efforts, including communication with universities and student organizations.
- Maintain internship databases and track applicant progress.
- Support the development of training materials and orientation programs.
- Assist in scheduling and organizing interviews and networking events.
- Collaborate with state agencies to enhance internship opportunities.
- Prepare reports and presentations on internship program effectiveness.
- Perform other related duties as assigned.

Qualifications

- Currently enrolled in or recently graduated from a bachelor's or master's degree program in **Human Resources, Business Administration, Public Administration, Communications, or a related field**.
- Strong interest in talent acquisition, workforce development, or internship management.

Experience

- Prior experience in HR, recruitment, program coordination, or administrative support is preferred.
- Experience with database management, event planning, or public sector organizations is a plus.

Skills

- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and data management tools.
- Research and analytical skills for evaluating program success.
- Attention to detail and ability to manage multiple tasks simultaneously.

Job Benefits

- Hands-on experience in internship program management and workforce development.
- Networking opportunities with state agencies and professionals.
- Potential academic credit (subject to university approval).
- Professional development through mentorship and training sessions.
- Possible future employment opportunities within the state government.

How To Apply
Interested candidates should submit the following:

1. A resume detailing relevant experience and education.
2. A cover letter explaining their interest in the program.
3. Any additional materials as required.