Internship Position: Learning and Development Operations Internship

Internship ID

SO12SP27-3

Location

Austin

Education

Undergraduate or Graduate

Schedule

Virtual

Hours

20 hours per week

Paid/Unpaid

Unpaid

Description

The Learning and Development Operations Internship provides hands-on experience supporting special projects and strategic initiatives within Learning & Development (L&D). The intern will assist with research, project tracking, data organization and analysis, process documentation, reports, presentations, and other activities that support L&D operations and decision-making. Projects may include strategic planning, program and portfolio reviews, career development initiatives, position audits, process improvement, employee communications, and tracking organizational priorities.

This opportunity is ideal for a student interested in project management, business operations, human resources, organizational development, or public administration who wants practical experience supporting projects within a large organization.

Additional Details

The ideal intern will be detail-oriented, organized, dependable, and able to manage multiple assignments and priorities. Strong written and verbal communication, research, critical-thinking, and problem-solving skills are preferred. Candidates should be comfortable working with Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams.

The intern should demonstrate a willingness to learn, ask questions, work independently when appropriate, collaborate with others, and maintain accuracy when working with project documentation, data, trackers, reports, and other materials.