Internship Position: Talent Acquisition and Recruitment Internship

Internship ID

SO3SP27-23

Location

Watauga, Texas

Education

Undergraduate or Graduate

Schedule

In-Person

Hours

20 hours per week

Paid/Unpaid

Unpaid

Description

The Talent Acquisition and Recruitment Intern will support the Talent Acquisition Group (TAG) by assisting with recruitment outreach, candidate engagement, and workforce planning initiatives. This internship provides hands-on experience in public sector recruiting and offers exposure to the full talent acquisition process.

Key responsibilities may include:

Assisting with candidate outreach and communication through platforms such as Handshake.

Supporting sourcing efforts by identifying and attracting qualified talent for current and future vacancies.

Researching and identifying college career fairs, job fairs, and recruitment events across Texas.

Assisting with recruitment marketing and employer branding initiatives.

Helping maintain recruitment tracking tools and candidate pipelines.

Supporting special projects related to workforce development, internship programs, and recruitment strategies.

Collaborating with Talent Acquisition Specialists to promote employment opportunities and strengthen talent pipelines.