

Organizational Development Internship

Administration - Human Resources

Compensation: \$2,500.00

Application deadline: March 24, 2024

The Mississippi Department of Archives & History (MDAH) is seeking an *Organizational Development Intern* to serve in the human resources section of the Administration division. This internship presents a distinctive opportunity to collaborate with an experienced HR team in state government, providing hands-on experience in data management, event coordination, and the implementation of human resources best practices.

Primary Responsibilities:

- Contribute to the creation of the 2024 Diversity Demographics Report.
- Provide support to the HR team in organizing and managing summer employee engagement events.
- Develop an outline of best practices for key HR processes.
- Assist in the ongoing personnel records digitization project.
- Update the digital volunteer database.
- Coordinate interviews and handle communication with job candidates.
- Assist with Board of Trustees meeting preparation.
- Present a final project report at the Intern Expo on July 25.

Requirements:

- Strong administrative and organizational skills and attention to detail.
- Excellent oral and written communication skills, coupled with a proactive willingness to ask questions.
- The ability to work both independently and collaboratively.
- Strong analytical and problem-solving skills.
- Proficient in Microsoft Office.
- Demonstrated ability to handle confidential matters and understand company policies.
- Currently enrolled in a bachelor's or master's degree program, preferably in human resources, management, nonprofit management, business administration, English, communications, liberal arts, or a related field.

Time Commitment:

This internship spans from June 3 to July 26, with a minimum requirement of 160 hours. The working hours are flexible, from Monday to Friday, between 9:00 a.m. and 5:00 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the [MDAH website](#) by March 24, 2024.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.