



Human Resources & Operations Intern

Date: June 11, 2026

Job Class: Intern

Status: Part-Time, Temporary, Unclassified, Hourly, Non-Exempt

Hours: Minimum of 10.00 hours per week

Pay: \$15.00 per hour

Role Overview: This undergraduate internship offers hands-on experience in public sector human resources, agency operations, and administrative project management. You will work directly with health department leadership to streamline internal processes, modernize tracking systems, and research vendor software.

Key Responsibilities:

- **Process Improvement:** Review and optimize existing Human Resources workflows and documentation to enhance operational efficiency.
- **System Evaluation:** Conduct research to identify and evaluate potential software solutions and vendors that support departmental functions.
- **Operational Support:** Assist with strategic planning, record auditing, and general administrative tasks to ensure effective day-to-day operations.

Qualifications: Must be detail oriented, organized, possess strong oral and written communication skills, excellent time management skills, and strong customer service skills. Strong organizational skills and attention to detail. Proficiency with Microsoft Office Suite or Google Workspace. Current undergraduate student pursuing a degree in Human Resources, Public Administration, Business Administration, Public Health, or a related field. Familiarity with spreadsheets or project management tools is a plus.

To Apply: Resumes will be accepted until the position is filled.

- humanresources@uchd.net
- Union County Health Department, Attn: Human Resources, 940 London Ave., Suite 1100, Marysville, OH 43040

The Union County Health Department is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, ancestry, sex, veteran or military status, national origin, age (40 or over), disability, genetic information, or other protected criteria.