

Human Resources Intern – Part-Time Summer 2026



Position Type:
Human Resources Intern

Date Posted:
01/20/2026

Location:
Mid-Ohio ESC Main Office

Date Available: Until Filled

Title: Human Resources Intern
Reports To: Director of Human Resources
Employment Status: Part – Time
Days: As Determined by the Director of Human Resources
FLSA: Non-Exempt

GENERAL DESCRIPTION

The Human Resource Intern will perform administrative tasks and services to support effective and efficient operations of the organization’s human resource department.

REQUIRED QUALIFICATIONS

- Currently enrolled in an accredited university or college program in Human Resource Management or Business.
- Prior business office experience
- Successfully pass BCI/FBI background checks
- Possess strong written and oral communication skills

ESSENTIAL FUNCTIONS/SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists with maintaining accurate and up-to-date human resource files, records, and documentation.
- Maintains the integrity and confidentiality of human resource files and records.
- Assists with monitoring compliance with all employee licensure requirements.



- Provides clerical support to the HR department.
- May assist with answering applicant and employee questions.
- Supports the Director of Human Resources with hiring and onboarding staff inclusive of new hire orientation.
- Assists with planning and execution of special events.
- Performs other duties as assigned by the Director of Human Resources
- Shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC.
- Perform additional job-related duties as directed

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours as necessary to complete duties
- Reliable transportation, occasional operation of a vehicle under inclement weather conditions
- Physical abilities include stooping, standing, squatting, bending, reaching, pushing, and pulling, standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms
- Work requires handling average weight materials or equipment (up to 15 pounds), but not for sustained periods
- Operate standard office equipment including computers, copy machines, communication software, Microsoft Word and Excel and Google Docs / Sheets
- This job is performed in a generally clean and healthy environment.

EVALUATION

Performance of this job will be evaluated according to Mid-Ohio ESC board policy. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

The Mid-Ohio Educational Service Center is an equal opportunity employer.

