Human Resources
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College Intern

JOB CODE	JOB FAMILY	PROFILE
JCV130	**Human Resources**	**College Intern**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**October 27, 2026**

The College Intern performs a wide range of activities and projects of varying levels of professional complexity within area of specialty.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides general administrative and clerical support to assist with the department's daily operations.
- Communicates professionally with staff, clients, and other internal or external contacts to support smooth and efficient workflows.
- Assists with entry-level tasks and services aligned with the department’s goals and projects.
- Receives training, guidance, and mentorship from experienced staff to support professional growth.
- Conducts basic research and help prepare summaries, reports, or recommendations based on findings.
- Contributes to the planning and execution of special projects that support skill development and hands-on learning.
- Collaborates with other departments and act as a liaison as needed to support communication and coordination.
- Maintains confidentiality when handling sensitive documents, information, or discussions.

- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED, and current enrollment in an accredited college, university, or technical school.
- Class schedule, transcripts or other documents verifying enrollment must be submitted with application.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- May be required to work flexible hours (weekends and nights).
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Successful program completion overseen by Intern Coordinator.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties include telephone, photocopy machine, fax machine, computer terminal, computer printer, computer keyboard, and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

OPEN SPACE SPECIFIC

Equipment typically used in the performance of duties can include but are not limited to shovels, hoes, rakes, pitchforks, pruning shears, and assorted hand tools used in the care and maintenance of growing spaces. Gloves, boots, and eye protection are utilized in performance of essential duties.