

Paid internship NOW with the potential to be hired full-time after graduation!

American Magic is Hiring

Apply Now!

Human Resources Internship



Spring 2026: 20+ hours/week

American Magic is an innovative organization focused on excellence, teamwork and continuous improvement. American Magic is seeking an enthusiastic and driven HR Intern to support our growing team and contribute to a collaborative and fast-paced environment.

The HR Intern will assist with a wide range of human resources functions, providing hands-on experience in a dynamic workplace. This role is ideal for a final-year college student who is eager to learn, highly adaptable and excited to take on whatever the team needs. The ideal candidate is a strong team player who works well with all levels of the organization.

Apply today using QR Code or visit our website: uwf.edu/WorkforceDevelopment

The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: workforcedevelopment@uwf.edu



Human Resources Intern - American Magic

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Key Responsibilities

- Assist with daily HR operations, including employee onboarding, documentation and record management.
- Support recruitment efforts by helping schedule interviews, screen applicants and coordinate candidate communication.
- Help maintain employee files and ensure data accuracy in HR systems.
- Assist in preparing HR-related reports and presentations.
- Support HR projects, initiatives, and process improvements as needed.
- Help plan and execute employee engagement activities and events.
- Provide general administrative support to the HR Team.
- Take on miscellaneous tasks and special projects to support team needs.

Qualifications

- Currently in the final year of a bachelor's program in Human Resources, Business Administration or a related field.
- Strong interpersonal skills and ability to work effectively with a wide range of individuals.
- Eager to learn, adaptable and willing to dive into new tasks.
- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- High attention to detail and confidentiality.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and general comfort with digital tools.

What We're Looking For

- A team-oriented mindset and a positive, collaborative attitude.
- A self-starter who takes initiative and enjoys contributing to a team's success.
- Someone who appreciates a dynamic environment and can pivot as priorities shift.

What You'll Gain

- Hands-on, real-world HR experience in a professional environment.
- Exposure to multiple HR functions across the employee lifecycle.
- Mentorship and opportunities for growth within the organization.