

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



Human Resources Paid Internship

UWF Talent Catalyst



Entry-Level HR Coordinator Internship Spring 2025: 20 hours/week

Apply today using the QR Code for the UWF Talent Catalyst's part-time paid positions. They are designed to provide hands-on, project-based experience while receiving mentoring and essential soft skills training.



BlueWind Technology is seeking an Entry-Level Human Resources Coordinator Intern who will assist in talent acquisition (see job description for more details).



If you are a fulltime student in Psychology, Sociology or Business administration and are interested in **human resources**, we encourage you to apply for this internship.

Juniors, Seniors or Masters students preferred!

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

Email: workforcedevelopment@uwf.edu



BlueWind Technology

Product Engineer Intern

Job Description

Who We Are: BlueWind Technology was founded in August 2019 to supply a large demand of nacelle covers for GE. BlueWind is committed to bring the highest composites manufacturing technology in the world to the American market.

Job Description and Qualifications: An entry-level human resources intern within BlueWind will be involved with talent acquisition, assist with orientation, coordinate training updating employee records and more.

Interns will gain practical work experience to augment their education and career preparation. During the work experience, the Intern will be exposed to the interpersonal relationships a job requires, both with co-workers and supervisors, that are essential in obtaining a successful, satisfying career. [Opportunities for work after graduation available.](#)

Working as an Intern, you will be primarily responsible for:

Essential Job Functions:

- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of job applicants
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices
- Supporting onboarding processes for new hires, including preparing welcome kits and assisting with orientation sessions.
- Maintaining and updating employee records and databases.
- Assisting with documentation, such as contracts, offer letters, and HR Policies.
- Supporting payroll processing and benefits administration.
- Assisting with employee performance review documentation and schedules.
- Helping coordinate training sessions and workshops.

Learning Objectives and Benefits:

- Gain real-life work experience in human resources with BlueWind.
- Gain practical knowledge on labor laws, safety regulations and employment standards
- Gain experience with Microsoft Office Suite and data analytics.
- Gain positive relationships with the company for potential long-term employment.
- Understand BlueWind's work culture.

Qualifications:

- Pursuing a bachelor's degree in Human Resources, Business Administration, Psychology, Sociology, or a related field.
- **Preferred** certifications: SHRM-CP/SHRM-SCP, PHR/SPHR, CIPD
 - (Society for Human Resource Management, Professional in Human Resources/Senior Professional in Human Resources, Chartered Institute of Personnel and Development for international applicants)