

## Human Resources Internship

*Administration - Human Resources*

**Compensation:** \$2,500.00

**Application deadline:** March 13, 2026

The Mississippi Department of Archives & History (MDAH) is seeking an organized and motivated individual to serve in the Human Resources section of the Administration division as the *Human Resources Intern*. This position will assist the HR team with a variety of projects to improve efficiency and employee engagement.

### Primary Responsibilities:

- Organizing personnel files, analyzing data, refining HR processes
- Supporting employee engagement events
- Coordinating interviews and candidate communications
- Assist with Board of Trustees meeting preparations.
- Present a final project report at the Intern Expo on July 30

### Requirements:

- Currently enrolled in an accredited bachelor's or master's degree program, preferably in Human Resources, management, business administration, English, communications, liberal arts, or other related programs
- Excellent oral and written communication skills
- Ability to work independently and as a team
- Proficiency in Microsoft Office
- Ability to handle confidential materials

### Time Commitment:

This internship runs from June 1 to July 31 and requires a minimum of 160 hours. Work hours are flexible, Monday through Friday between 9:00 a.m. and 5:00 p.m., with the specific schedule determined by mutual agreement between the intern and MDAH staff. Some exceptions may apply for required intern enrichment activities, professional development opportunities, and the final Intern Expo.

### How to Apply:

Submit an online application through the [MDAH website](#) by March 13, 2026.

For more information, please contact the Human Resources Program Manager, Meredith Kent, at (601) 576-7304 or [mekent@mdah.ms.gov](mailto:mekent@mdah.ms.gov).