



City of Mountain View (CA) Human Resources Intern

SALARY	\$20.23 - \$39.02 Hourly	LOCATION	Mountain View City Hall
JOB TYPE	Hourly	JOB NUMBER	202400143
DEPARTMENT	Human Resources Department	OPENING DATE	12/15/2025
CLOSING DATE	1/9/2026 5:00 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	N/A		

What's the Role and What You'll Do

Step into the Mountain View of Tomorrow as our next HR Intern!

Are you interested in learning more about all the amazing reasons to start a professional career in the Public Sector? Look no further, as this opportunity will give you experience in supporting special projects and initiatives led by the City's Human Resources Department and provide high quality customer service to employees (past, present, and future).

The HR Department provides a unique perspective on the City's operations, allowing you to work with diverse teams and understand how each role contributes to Mountain View's strategic goals and vibrant workplace culture. Learn more about Mountain View employees and our Vision for the Mountain View of Tomorrow by watching this YouTube video. <https://www.youtube.com/watch?v=jUrvhh45F2g>.

The Essentials

Experience and Training Guidelines:

- Current enrollment in a bachelor's program, with a focus in Human Resources, Communications, Marketing, Information Systems, Business Administration, or a closely related field.

What You'll Bring:

- You are interested in working within local government and are customer service oriented.
- You are highly motivated, reliable, and quick-to-learn, and you take initiative and start sentences with "I can..."
- You are able to establish and maintain effective work relationships with a diverse population and work in a team.
- You are customer service focused and can express yourself clearly and professionally, both orally and in writing.

You are eager to learn and comfortable using digital tools and platforms to support recruitment, marketing, and engagement efforts.

Are We a Match?

Why This Internship Stands Out:

- Work on assignments and projects related to recruitments, employee events, classification and compensation, benefits, organizational wellness, and/or other related administrative work, as assigned.
- Research, analysis, and guided preparation of data and/or comparative analysis, and reports.
- Design and write content for flyers, social media, presentations, and other employee outreach material.

Apply Now

Submit your application and resume online at governmentjobs.com or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close at 5:00 pm PST on Friday, January 9, 2026. Depending on the number of applicants this process may be altered.

Fine Print. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates are required to successfully complete a pre-employment process, including employment verification and Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>