

CITY OF GILROY IS HIRING

HUMAN RESOURCES COLLEGE SUMMER INTERNSHIP

Human Resources & Risk Management Department

15 – 25 hours per week

\$16.90 – \$18.84 per hour

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion and belonging.

ABOUT THE POSITION

If you are looking to gain hands-on experience while making a difference in the community, the City of Gilroy is currently recruiting for a motivated and detail-oriented college summer intern to work in the Human Resources and Risk Management Department.

Throughout the internship, you will gain exposure to employee benefits and incentive programs, recruitment and hiring processes, payroll administration, labor agreements, HR compliance, and policy development. You'll build practical, real-world HR experience in a fast-paced, collaborative, and supportive workplace. Additionally, you will gain hands-on experience with NeoGov, a leading applicant tracking system used by public agencies nationwide, as well as Tyler Munis HRIS and payroll systems. You'll also have the opportunity to apply your creativity and organizational skills by assisting with the development of monthly HR newsletters and wellness initiatives.

This internship is ideal for students eager to expand their professional skill set, contribute meaningful work, and gain valuable insight into the operations of municipal government. Apply today to kickstart your Human Resources career!

ABOUT THE TEAM

The Human Resources Department collaborates with all departments across the City of Gilroy, giving interns a unique opportunity to engage in city-wide projects, benefits coordination, employee relations, and more. You'll receive mentorship and work experience that provide a deeper understanding of public service and local government policies. Plus, you'll gain valuable networking opportunities and professional development support that will set you up for future career success. The City of Gilroy is committed to fostering an environment of learning and growth, ensuring you feel supported not just within HR, but across the entire organization.

WORK SCHEDULE

This internship can start as early as May 26, 2026, and end as late as September 30, 2026. This paid internship is offered at 15 – 25 hours per week with flexible scheduling.

The official start and end date of the internship will be determined at the time of hire. Work hours are generally Monday – Friday between 8:00am – 5:00pm.

EXAMPLES OF DUTIES

- Provide support for recruitment activities, including job postings and interview coordination.
- Assist in supporting the preparation of the City's annual Health Fair and wellness initiatives.
- Assist with tasks related to the Employee Appreciation Committee.
- Assist with employee wellness newsletter and other activities.
- Prepare and/or update employee safety program materials.



APPLICATION DEADLINE

April 13, 2026

ORAL INTERVIEWS

April 30, 2026

FINALIST INTERVIEWS

TBD

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING ITEMS:

- Responses to supplemental questions are required
- A Resume is required
- A Cover Letter explaining interest in this position with City of Gilroy is required
- College Transcripts required

Applications that do not include all required items are incomplete and will not be considered.

Apply at

www.CityOfGilroy.org/jobs



THE IDEAL CANDIDATE WILL:

- Be in their junior year of college or higher (typically has completed 60 or more semester units) with an emphasis in Human Resources Management.
- Demonstrate a proactive, energetic, and organized approach to efficiently manage multiple tasks and responsibilities.
- Utilize strong creative and design skills to develop engaging, high quality city-wide informational flyers using Adobe Creative Suite and Canva.
- Exhibit proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.
- Possess excellent written and verbal communication skills, with the ability to draft professional correspondence, reports, and presentations.
- Deliver outstanding customer service, maintain a warm, approachable, and professional demeanor when interacting with employees, applicants, and the public.
- Understand the importance of maintaining confidentiality in the human resources function.
- Multi-task and take direction and take initiative with assigned projects.
- Possess any prior training and experience in Human Resources and/or in a professional office setting is a plus.
- Have a GPA of 3.0 or higher (preferred).

QUALIFICATIONS

- College majors in Human Resources, Organizational Psychology, Business Administration, or a related area of study may apply for this internship and should be one of the following:
 - A current college student in a Bachelor's program.
 - A college graduate who obtained a Bachelor's degree within the last year.
- Must pass a background check, including a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.



CITY APPLICATION FORM

Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. **Please prepare attachments prior to completion of NEOGOV application as incomplete applications will not be accepted.**

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (to include testing for psychoactive marijuana metabolites), given at the City's expense prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away (408) 846-0228.

IMPORTANT INFORMATION

Prior to appointment and given City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and applicable medical evaluation and drug screen (to include testing for psychoactive marijuana metabolites).

If any special accommodations are necessary at any stage of the selection process, please contact Human Resources.

