



ADMINISTRATIVE/HUMAN RESOURCES INTERN

Job Title: Administrative/Human Resources Intern (Personnel Records Organization Project)

Location: Village of St. Bernard, Ohio (In-Person Required)

Reports To: Safety-Service Director (Village Administrator)

Position Type: Internship (Temporary, Fall Semester 2026)

Compensation: \$15.00 – \$19.00 per hour (Dependent on Experience)

Hours: 15 – 20 hours per week (Flexible scheduling available to accommodate class schedules)

Position Summary

The Village of St. Bernard is seeking a detail-oriented, confidential, and motivated Intern to lead a comprehensive review and reorganization of the Village's personnel records. Operating under the direct supervision of the Safety-Service Director, this role offers hands-on experience in public sector human resources, employment law compliance, and municipal administration. The intern will also collaborate across key departments to align payroll, records retention, and legislative requirements. This project-based internship is anticipated to span the full Fall Semester of 2026, with onboarding targeted for mid to late September 2026. **Due to the sensitive nature of the records and compliance requirements, this position requires 100% on-site work; remote work is not possible as records cannot be removed from Village offices.**

Key Responsibilities

- **Compliance Audit:** Conduct a complete, thorough review of all active and inactive Village personnel files.
- **File Examination:** Examine personnel files to ensure compliance with federal and State of Ohio laws regarding separation of medical records, I-9 forms, background checks, and general employment files.
- **Department Collaboration:** Work closely with the Safety/Service Director, the Village Auditor and the Village Clerk to reconcile administrative records, verify public records retention schedules, and ensure payroll system synchronization across all departments.
- **Document Remediation:** Identify missing mandatory documents, outdated forms, and expired certifications.
- **System Organization:** Standardize the filing structure to ensure easy retrieval, consistency, and long-term legal compliance.
- **Special Projects:** Assist the Safety/Service Director with research, policy drafts, or other administrative duties as time permits.

Qualifications & Physical Requirements

- Enrolled in an undergraduate or graduate program (Human Resources Management, Public Administration, Business Administration, Pre-Law or related fields preferred).
- Exceptional attention to detail and strong organizational skills.
- Absolute commitment to confidentiality and handling sensitive personal data.
- Basic knowledge of employment laws (e.g., FMLA, HIPAA, ADA, Fair Labor Standards Act) is a plus.
- Ability to work effectively with multiple departments and stakeholders.
- Ability to commute to the Village Administration Office for all scheduled hours.
- Physical Ability: Position requires prolonged periods of sitting, standing, and filing. Must be able to lift, move, and carry standard banker boxes and file containers weighing up to 25 pounds.

To Apply: Interested candidates should submit a comprehensive application packet via email to: humanresources@stbernard-oh.gov

Your submission must include the following three components:

1. **Current Resume**
2. **Cover Letter**
3. **Completed Village Job Application (accessible at <https://www.stbernard-oh.gov/280/Administration>)**

Important Submission Requirement: All application materials must be submitted in PDF format. Applications sent in alternative file types (such as Word documents or image files) will not be reviewed.

Timeline: This position is **open until filled**. Initial review of applications will begin on **September 1, 2026**. Early submission is highly encouraged.

The Village of St. Bernard is an Equal Opportunity Employer.