



CITY OF  
**VIRGINIA  
BEACH**

# HUMAN RESOURCES SPECIALIST SKILLBRIDGE INTERNSHIP

This internship provides transitioning military members with in-depth, hands-on training in key Staffing and Compensation functions within the City of Virginia Beach Human Resources Department. Areas of focus include recruitment, job classification, applicant tracking, compensation analysis, and onboarding in a supportive team environment. The Virginia Beach Human Resources department is where you can make a lasting impact while growing personally and professionally.

## **Duties include, but are not limited to:**

- Assist with new hire onboarding tasks, candidate engagement, and applicant tracking.
- Research, compile, and analyze data and metrics from various sources (e.g., Applicant Tracking System reports, vendor platform data, and HRIS reports).
- Support career fair planning and participation.
- Contribute to the development and delivery of HR-related training and presentations.
- May assist with other HR functions as needed.
- Build technical proficiency in the use of Human Resources Information Systems (HRIS) and Applicant Tracking Systems (ATS).
- Develop knowledge and skills in interpreting and applying HR policies and procedures.
- Gain hands-on experience with the new hire onboarding process, including documentation, orientation coordination, and employee engagement.
- Strengthen data analysis skills through compiling and interpreting HR metrics and reports.
- Enhance communication and presentation abilities through involvement in training development and candidate engagement activities.
- Understand job classification and compensation principles, including how roles are evaluated and pay structures are developed and maintained.
- Understand public sector HR operations.

## **Minimum Qualifications:**

- Must be on active military duty with Skillbridge eligibility.

## **Application Process:**

Eligible transitioning veterans will need to complete an application for the SkillBridge Program (Requisition 45107) by visiting [www.virginiabeach.gov/careers/military-skillbridge](http://www.virginiabeach.gov/careers/military-skillbridge). If you have any questions regarding this posting, please contact [HRRecruit@vb.gov](mailto:HRRecruit@vb.gov).

**APPLY TODAY!**

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