



Gold Coast Health **LEAP** Program

Human Resources Intern (Recruitment Services)

Carrara

An opportunity exists in the Attraction and Recruitment team. You'll be supervised by Laurel McCutcheon, HR Advisor.

About Gold Coast Health

Gold Coast Health is one of Queensland's largest healthcare services. We operate three hospitals and many community facilities, all focused on delivering high-quality, patient-centred care. Our team is passionate about making a positive impact on the lives of our patients and the community.

About the LEAP Program

The Learning Experience Academic Placement (LEAP) program offers non-clinical internships for students who want to:

- Gain real-world experience in healthcare (without needing a clinical background)
- Work on meaningful projects that make a difference
- Explore career pathways in a dynamic and growing industry

About the Team

The Recruitment Services team is one part of a larger Human Resources Team at Gold Coast Health. The team is made up of speciality end-to-end recruitment teams who complete the day-to-day recruitment for the Health Service, Team Leaders who oversee the daily operations and a Human Resources Advisor, whose role is to work closely with unit managers to develop attraction techniques, recruitment strategies and coordinate the recruitment for opening new services.

About the Role/Project

The Human Resources Intern will gain real world experience into the role of a Recruitment Team within a large organisation of 14,000 employees. The Intern will work closely with the Human Resources Advisor to gain exposure to the day-to-day tasks of recruiting and

attracting talent, while also completing an allocated project throughout the 12 weeks. The intern may be involved with tasks such as:

- Research current and emerging trends in recruitment
- Source specialised advertising platforms and new ways to attract talent
- Analyse advertising performance data (e.g. # applications, # times a role is advertised)
- Review Role Description Guides.

What we are looking for

We're looking for someone who:

- Has strong attention to detail and computer literacy (MS Office)
- Is professional and eager to learn
- Interested in pursuing a career in Human Resources / Recruitment

Area of Study

While not exclusively limited to, this opportunity would be best suited to students studying:

- Business - (Human Resources, Management /Business, Project Management)

Requirements and Time Commitment

Placement: 1 day per week for 12 weeks (14 September to 04 December 2026)

Eligibility: Must be enrolled at a tertiary institution (university or TAFE)

Insurance: Indemnity insurance form from your university required before starting

**Please note the time commitment may be negotiated to align with semester dates for academic credit where possible.*

Accessibility

At Gold Coast Health, we value and celebrate the diversity of our employees and are dedicated to creating a workforce that reflects the diverse community we serve. Our Diversity and Inclusion team is always available to provide support and guidance to all employees and will promptly facilitate reasonable adjustments upon request.

How to Apply

Submit your application to your University Work Integrated Learning (WIL) Coordinator / Career Development Team or directly via the [Gold Coast Health Careers Page](#).

In your application include:

- Current resume
- Contact details of 2 referees
- Academic transcript
- Cover letter (no more than 1-2 pages) outlining what you hope to gain from the experience.

LEAP:•• Program

Applications close: Midnight on Sunday, 12th July 2026.

Please note: Shortlisted candidates will be contacted by a private phone number or via email.