Position Information

*Job ID: 17617

*Job Title: TRS Intern Program

Organization Name: Teacher Retirement System of Texas

*Number of Job Openings: 9 or more

*Work Schedule: Part time to full time TBD

*Hours per Week: open 20-40

*Salary Structure: 1 - Hourly

*Wage/Salary: $10-$12 per hour

*Employment Start Date: June 1, 2010

*Employment End Date: August 31, 2010

*Job Description: The TRS Internship Program is intended to create more opportunities for internships throughout TRS. Specific job assignments may include performing research, compiling and analyzing data, assisting in processing member benefits, and providing administrative support.

Depending on the Student Intern's background, interests and educational requirements, and on TRS business needs, will be assigned to one of the TRS business units or support functions (such as Benefit Services, Finance and Accounting, Information Technology, Internal Audit, Legal Services, Communications, OR Human Resources).

*Qualifications: Applicants must be currently enrolled in and actively attending an undergraduate or graduate degree program at an accredited college or university, or have just completed the previous semester; must have completed a minimum of 30 college credits by the start of the internship.

*Application Instructions: THIS JOB CLOSES ON MARCH 31!

Submit a State of Texas Application for Employment, resume, and official copy of college transcripts (posting number 10-015).

Mail application and other documents to:
1000 Red River St., Austin, TX 78701
or Fax to: 512.542.6571
or Email: HR-Recruiters@trs.state.tx.us

For more information, contact Cindy Dally, Selma Navarro or Annette Dominguez at HR-Recruiters@trs.tx.us, or visit the job listings page on the TRS Web site at www.trs.state.tx.us

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Posting Information

*Job Location: Austin

Job Category: Government & Public Administration

*Position Type: Internship
Applicant Type: Intern

Work Authorization: Permanent Resident

Classification: Grad Student 1st Year

   - Junior (60 - 89 hours)
   - Senior (90+ hours)
   - Sophomore (30 - 59 hours)

Degrees: Bachelor

Majors (click on Add/Remove for list of majors): All Majors

Post Date: 3/17/2010

Expiration Date: 3/31/2010