HR Internship Opportunity at TCEQ

The Texas Commission on Environmental Quality (TCEQ) is recruiting candidates for a **PAID internship opportunity** in the Human Resources and Staff Services Division at our Austin Central office located at 12100 Park 35 Circle, Bldg. A, Austin, TX 78753 (off North IH-35 and Braker Lane).

**Intern duties:**
- Develop promotional materials for internship program
- Assist in processing high volume of internship candidate applications and sponsor requests to ensure accurate and timely capture of data
- Assist in responding to basic candidate inquiries via email, phone, and in person related to status of their application submittal and the selection process
- Assist in the development and maintenance of a Facebook page for internship program
- Assist with planning and execution of Annual Internship Conference
- Assist with planning and execution of internship teambuilding sessions
- Perform other duties and special projects as assigned to enhance visibility of internship program

**Qualifications/ Requirements:**
- Candidate must be enrolled as an undergraduate student for Spring 2015
- Candidate must be eligible to work in the United States
- MS Office experience including Word, Excel, PowerPoint, Publisher-intermediate level proficiency
- Major in Business, Human Resources, Communications, Journalism
- Strong written and verbal communication skills
- Proficiency with posting on social media
- Customer service skills including working with a diverse customer base
- Ability to work in a dynamic, fast-paced environment with an attention to detail and accuracy

**Internship Timeline:**
**Spring Semester**- work part-time (10-12 hours per week) starting the week of January 12, 2015 and through May 2015

**Summer** – work full-time starting (30-40 hours per week) starting mid-end of May 2015 and through week of August 17, 2015

**How to Apply:**
Forward resume and cover letter to:
Juanita Baldwin, SHRM-CP, PHR, Recruitment and Internship Coordinator
Texas Commission on Environmental Quality (TCEQ)
512-239-0105 phone
juanita.baldwin@tceq.texas.gov