Texas Job Order Print Document

Job Order: **207**
Print Date: **2/14/2018 1:59:42 PM**
Office: **123 WF Solutions Career Center**
LWIA/Region: **1314 Capitol Area WF Board**

Employer Information:

Employer Name: **TWC Human Resources**
How to Apply: **Provide a TX Internship Resumé Online (recommended)**
Company Website: **http://www.twc.state.tx.us/**
Application Comments:

Location:

Main Address:

Texas Workforce Commission
101 E 15th St.
Room 230
Austin, TX 78778

Mailing Address:

101 E 15th St.
Room 230
Austin, TX 78778

Contact:

Contact: **Justine Parcher**
Title: **HR Specialist IV**
Phone: **(512) 936-3772 x**
Fax:
Email: **justine.parcher@twc.state.tx.us**

Job Details:

Occupational Code: **43906100 Office Clerks, General**
Job Title: **Intern -- Document Services, Record Management**
Industry Code: **541612 - Human Resources Consulting Services**
Number of Positions: **1**
Referrals: **250**
Earliest Date to Display: **2/5/2018**
Last Date Job Order Will Display: **3/31/2018**
Type of Job: **Internship**
Job Time Type: **Full and Part Time Positions**
Duration: **4 - 150 Days**
Special Job Category: **Internship**

Job Duties and Skills:

Description:

GENERAL DESCRIPTION:

The Texas Workforce Commission, a dynamic state agency with 4,500 employees helping the state's economy grow by connecting people with jobs, is offering internship opportunities for the summer of 2018.

TWC internships offer real-life experience in public service. Interns can gain work experience and instruction in performing a wide variety of tasks that may include working with the public or doing research. Interns assist in the performance of skilled clerical, technical or professional duties. Interns may perform entry-level administrative support or technical program assistance work depending on agency need and the intern's unique skills.

TWC's Document Services Records Management Department administers the agency's Records Management Program for the agency. We establish a systematic, repeatable, documented process for the retention and disposition of records created and maintained by the agency. We also ensure compliance with implementing regulations for Records Management issued by the Texas State Library and Archives Commissions.

This is a great internship for Records and Information and Information Management/Archivist students looking to get real-world experience at a great state agency with a noble public service mission. We're located at 4405 Springdale Rd in Austin. That's in east Austin not far from the University of Texas.

This internship is full- or part-time and will run into August. It pays $15 an hour and comes with some benefits.

POSITION REQUIREMENTS:

Education

- Graduation from an accredited high school or successful completion of GED certification.
- Proof of enrollment in an accredited college or university must be provided.
- Continued enrollment may be required throughout internship.

Experience

No experience required.

HOW TO APPLY:

Submit a resume on this site.

The deadline for applications is March 31. Top candidates will be invited in for interviews by April 30. This internship will begin May 15.

Special Software/Hardware Skills Needed: **No**
Special Skills:

Job Requirements:

Minimum Age:
Test Done By: **No test required** Required Tests: **NA**
Hiring Requirements:
Hiring Requirements Other:
Education Level: **High School Diploma or Equivalent**
Months of Experience: **0**
Requires a Drivers License: **No** Near Public Transportation: **Yes**
Drivers License Certification:
Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **15.00 Hour** Maximum Salary: **0.00 Hour**
Pay Comments: **Not Applicable**
Supplemental Compensation: **No**
Hours per Week: **Hours Vary** Actual Hours:
Shift: **Not Applicable**
Benefits:
Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

☑ Contact Information

- ☐ Employment History ☐ Allow individuals that have never had a job to apply (eg. College graduates)
- ☐ Education History
- ☐ Certifications
- ☐ Desired Job Type

Other Information:

Green Job: **No**
Subsidized by ARRA (Stimulus): **No**
Featured Job: **No**
In an Enterprise Zone: **No**
Federal Contractor: **No**
Court Ordered Affirmative Action: **No**

Staff Information:

Category: **Regular (Non Domestic)**
Job Developer Mandatory Listing: **NA**
Status: **Open and available**
Employer Status: **Open and available**
Reason: **NA**
Future Release From Hold:
Job Order Followup: **3/7/2018**