



TEXAS PARKS AND WILDLIFE DEPARTMENT  
invites applications for the position of:

# Intern Clerk (Management Analyst Intern)

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**SALARY:** \$10.42 - \$12.65 Hourly

**OPENING DATE:** 03/31/15

**CLOSING DATE:** 04/21/15 11:59 PM

**DIVISION:** Infrastructure

**WORK ADDRESS:** TPWD Headquarters, 4200 Smith School Road, Austin, TX 78745

**HIRING CONTACT:** Scott Stover, (512) 389-4843

**GENERAL DESCRIPTION:**

The Texas Parks and Wildlife Department Student Internship Program introduces interested college students to career opportunities in positions located statewide and job settings to gain practical experience and training in natural and cultural resource fields.

Paid internships are available in various Divisions depending on available funding. The student internship program employment period varies depending on the specific intern opportunity.

NOTE: If selected for a paid opportunity, intern will be paid at the rate of pay reflected from the completed hours on the fall transcript. Spring semester credit hours do not count towards the rate of pay for the internship.

The Infrastructure Division provides design and construction project management expertise for the repair and development of all built-environment facilities for the Texas Parks and Wildlife Department (TPWD). Under the direction of the Infrastructure Deputy Director, the Infrastructure Management Analyst Internship is an intern opportunity designed for students to obtain relevant work experience to be competitive for future positions in business process management, such as: process reengineering, policy and procedure analysis and development, project management, work simplification studies, evaluations, system and procedure designs, operation and procedure manual development, and operation efficiency initiatives, etc. This position is responsible for performing a complete range of tasks to learn various aspects of management analysis, policy and procedure analysis and development, and process improvement initiatives. Duties include, but are not limited to, research and automation of processes, form development and migration to fillable PDFs, procedure and process evaluation and revisions, flowchart construction, document management, business glossary cross-references and development, internal website administration, and special projects as necessary. Performs additional duties as assigned. Complies with all Agency, Division, and Branch rules, regulations, and procedures. NOTE: Acceptance to the internship does not guarantee a permanent position with TPWD.

**POSTING NUMBER:** 15-00530

**QUALIFICATION GUIDELINES:**

**MINIMUM QUALIFICATIONS:**

Education:

- Current enrollment as an undergraduate or graduate student in an accredited college or university;
- Minimum of 18 completed semester credit hours as of Fall 2014 from an accredited college or university;
- Must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale or "Pass" on a Pass/Fail system.

Experience:

- None required.

Licensure:

- Must possess a valid state driver's license.

NOTE: Retention of internship contingent upon maintaining required license.

**PREFERRED QUALIFICATIONS:**

Education:

- Current enrollment as an undergraduate or graduate student in business, government or related field with a minimum of 18 completed semester credit hours as of Fall 2014 from an accredited college or university.

Experience:

- Skill in using software such as Access, PowerPoint, Visio, and Adobe Acrobat Pro.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of organizational development and management practices as applied to the analysis, evaluation, development and implementation of programs, policies, and procedures;
- Knowledge of public or governmental policies and procedures;
- Knowledge of work simplification methods;
- Knowledge of forms and records design and control procedures;
- Knowledge of Process Management;
- Skill in using standard office equipment;
- Skill in using MS, Word, Excel, and Outlook;
- Skill in using website publishing software;
- Skill in formatting tables and forms;
- Skill in effective written and verbal communication;
- Skill in managing several projects simultaneously;
- Skill in meeting deadlines;
- Skill in proofreading and working with attention to detail;
- Ability to create and compose written materials with grammatical accuracy;
- Ability to identify and analyze problems;
- Ability to recommend and present alternative solutions;
- Ability to write and revise standards;
- Ability to interpret policies and procedures;
- Ability to modify existing policies and procedures;
- Ability to research data, compile information and prepare concise reports;
- Ability to work both independently with little or no supervision;
- Ability to work as a member of a team.

**ADDITIONAL INFORMATION:**

**WORKING CONDITIONS:**

- Required to work from 8:00 a.m. to 5:00 p.m., Monday through Friday;
- Required to work on holidays, weekends and hours other than 8:00 a.m. to 5:00 p.m. as necessary;
- Must conform to TPWD Safety policies and procedures;
- Non-smoking environment in State buildings and vehicles.

**ADDITIONAL REQUIREMENTS:**

**In order to be considered for this position, the following information is required:**

- Submission of a completed online application;

- Work history experience MUST be completed in the online application;
- Must attach official transcripts or unofficial transcripts to on-line application. Degree plans will NOT be accepted.

NOTE: Resume and professional references may be attached to the online application, but not in place of the completed application. A skills test may be conducted at time of interview.

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An Equal Opportunity Employer

APPLICATIONS MAY BE COMPLETED ONLINE AT:  
<http://www.tpwd.state.tx.us/jobs>

Job Posting #15-00530  
INTERN CLERK (MANAGEMENT ANALYST INTERN)  
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4200 Smith School Road  
Austin, TX 78744  
512-389-4545

[hr@tpwd.texas.gov](mailto:hr@tpwd.texas.gov)

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### **Intern Clerk (Management Analyst Intern) Supplemental Questionnaire**

- \* 1. Are you currently enrolled in an undergraduate or graduate program at an accredited college or university?
  - Yes
  - No
- \* 2. Do you have at least 18 completed semester credit hours from an accredited college or university on transcripts?
  - Yes
  - No
- \* 3. Do you have an overall current grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale OR "Pass" on a Pass/Fail system?
  - Yes
  - No
- \* 4. Do you possess a valid driver's license?
  - Yes
  - No
- \* Required Question