Texas Job Order Print Document

Job Order: **211**
Print Date: **2/16/2018 11:11:12 AM**
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 -- Workforce Automation**
Industry Code: **541612 - Human Resources Consulting Services**
Number of Positions: **1**
Referrals: **250**
Earliest Date to Display: **2/16/2018**
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's Workforce Automation department assists the Workforce Development Division in developing, managing, and maintaining automated systems and processes that support program operations and service delivery. Workforce Automation is the conduit between business and Information Technology (IT) to ensure business needs and objectives are clearly communicated, designed, and implemented. This department establishes the processes for gathering, prioritizing, developing, and implementing enhancements/changes to all Workforce IT systems at TWC.

Workforce Automation is looking for an intern who is passionate about learning how staff representing business needs and staff representing IT systems work together, improve the customer service/experience, and provide advanced service delivery. Tasks include learning and applying skills such as:

- research/review reports, documents, and concept papers
- work with Information Technology (IT) regarding business requirements and solutions

- test changes for defects, fixes, and system enhancements
- confirm with requestor that the final design matches need
- other related work

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

- [x] 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: **3/18/2018**