**TCEQ RECRUITING FOR AN HR INTERN FOR SPRING 2018 AND SUMMER 2018**

The Texas Commission on Environmental Quality (TCEQ) is recruiting candidates for a **PAID internship** in the Human Resources and Staff Services Division at our Austin Central office located at [12100 Park 35 Circle, Bldg. A, Austin, TX 78753](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmaps.google.com%2F%3Fq%3D12100%2BPark%2B35%2BCircle%2C%2BBldg.%2BA%2C%2BAustin%2C%2BTX%2B78753%26entry%3Dgmail%26source%3Dg&data=02%7C01%7Cjd13%40txstate.edu%7C43ab1e69fae9472835b708d556bc2af9%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C636510288540185842&sdata=AedkiVFuTnzAklgtEX0bYJxAylemu4ca22m2OErQ2mI%3D&reserved=0) (off North IH-35 and Braker Lane). This is a **part-time** position for **both Spring 2018 AND Summer 2018 (starts January 2018 and ends mid- August 2018).** This part-time HR intern will assist in administering the Mickey Leland Environmental Internship Program (MLEIP).

**Intern duties:**

* Assists with reviewing and entering MLEIP candidate applications and sponsor requests; ensures timely and accurate capture of data; and determines eligibility and appropriate placement of interns
* Develops promotional materials for MLEIP internship program
* Promotes MLEIP via social media (Facebook, LinkedIn and videotaped sessions) to reach prospective candidates and to engage MLEIP alumni
* Assists in responding to basic candidate inquiries via email and phone
* Assists in referring candidates to sponsors (internal and external) for review and consideration
* Assist with planning and execution of MLEIP Annual Conference
* Assist with planning and execution of MLEIP teambuilding sessions and mentor orientation sessions
* Performs other duties and special projects as assigned to enhance visibility of MLEIP

**Minimum qualifications:**

**Candidates must meet the standard Mickey Leland Environmental Internship Program (MLEIP) intern eligibility requirements**-

[https://www.tceq.texas.gov/adminservices/employ/mickeyleland/index.html](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tceq.texas.gov%2Fadminservices%2Femploy%2Fmickeyleland%2Findex.html&data=02%7C01%7Cjd13%40txstate.edu%7C43ab1e69fae9472835b708d556bc2af9%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C636510288540185842&sdata=mSehlWESUR5XdJPyBG4uR%2Bo2%2FJx4CyMNfVDpi8fO3Yc%3D&reserved=0)

**Requirements:**

         Candidate must be enrolled as an **undergraduate student in Spring 2018**

         Candidate must be eligible to work in the United States

         **Major in Business with a preferred concentration in Human Resources**

         Microsoft Office experience including Word, Excel, PowerPoint, and Publisher with intermediate/advanced level proficiency

         Strong written and verbal communication skills

         Proficiency with posting on various social media platforms, including Facebook and LinkedIn

         Customer service, organizational skills, and results-oriented

         Ability to work in a dynamic, diverse, and fast-paced environment with an attention to detail and accuracy

**Internship Timeline:**

**Spring 2018 Semester**- work part-time (average 15 hours per week) from January 2018 through mid-May 2018 **AND**

**Summer 2018** – work part-time (average 25-30 hours per week) from mid- May 2018 through mid-late August 2018

**How to Apply:**

Interested candidates should **email resume AND cover letter** **no later than Wednesday, January 24, 2018, by 5:00 p.m**. to [juanita.baldwin@tceq.texas.gov](mailto:juanita.baldwin@tceq.texas.gov)

Please do **NOT** submit a state application for this position.  Candidates selected for an interview will be contacted directly to schedule.

Thank you!

**Juanita Baldwin, SHRM-CP, PHR**

**Recruitment and Internship Coordinator**

**Texas Commission on Environmental Quality (TCEQ)**

**512-239-0105 phone**

**512-239-2233 fax**

[juanita.baldwin@tceq.texas.gov](mailto:juanita.baldwin@tceq.texas.gov)

[www.tceq.texas.gov](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.tceq.texas.gov%2F&data=02%7C01%7Cjd13%40txstate.edu%7C43ab1e69fae9472835b708d556bc2af9%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C636510288540185842&sdata=8vtlwkD8MDf7A8qrTuobqkVmbftkstjNvoa8uoAmWbY%3D&reserved=0)

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