



Human Resources Summer Internship

About N-LINE

"Family Values" and "The Golden Rule" are not just sayings when it comes to N-LINE Traffic Maintenance. These core values have been a part of our company since the beginning, and to this day our family name still depends on our commitment to these values.

"Since N-LINE Traffic Maintenance was started 20 years ago, the foundation of our business has been to treat our employees and customers like family." Patricia England, President

Founded twenty years ago, N-LINE truly is a family owned business that has grown from a few family members to a company with over 400 employees with four offices in Austin, Bryan, Sulpher Springs, and Waco, Texas. Serving a wide variety of customers all over the State of Texas can only be done when a company takes on a can-do attitude. Our services range from Traffic Control, Barricades, and Flagging just to name a few.

Project/Job Description

Our HR team is seeking a current student pursuing a degree in Management with a Human Resources concentration. This internship will give you the chance to gain general knowledge of Human Resources through hands-on involvement in many of the Human Resources initiatives with a focus on onboarding. Our ideal candidate must be able to work a minimum of 24 hours per week, Monday-Friday from 8:00 A.M. to 5:00 P.M.

The HR intern will perform a number of projects including:

- Assist in performing new hire orientations
- Process new hire paper work
- Respond to request for information from other employees, supervisors, and officials
- Perform employee assistance functions
- Perform office duties, answer HR phone, scan, copy, prepare correspondence, and filing
- Other duties as assigned

Special Projects:

- Develop/Update job descriptions
- Create standardized interview questions for each position
- Employee Recognition/Appreciation

Qualifications

Must be a junior or senior pursuing a degree with a HR concentration.

Work Environment: General office setting however can be exposed to loud noises and safety hazards when outside.

Disclaimer: The above information on the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of duties, responsibilities, and qualifications required of employees assigned to this job.

Nothing in the job description restricts N-LINE Traffic Maintenance rights to assign, reassign duties and responsibility to this job at any time.

To Apply

Send resumes and cover letters to Erik San Miguel, HR Coordinator at nlineaustinhr@gmail.com

N-LINE Traffic Maintenance is an EEO Employer