Texas Job Order Print Document

Job Order: 216
Office: 656 SOL SO PLAINS LUBBOCK

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/

Location:
Main Address: TWC Lubbock Tax Department
4611 50th Street
Suite D
Lubbock, TX 79414
Mailing Address: 101 E 15th St
Rm 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: 13208100 Tax Examiners and Collectors, and Revenue Agents
Job Title: Intern -- Lubbock Tax Department
Industry Code: 541612 - Human Resources Consulting Services
Number of Positions: 1
Earliest Date to Display: 2/22/2018
Referrals: 250
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:

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 Tax Department helps to achieve the agency's mission by enforcing the state unemployment tax laws. Work involves examining and auditing operating reports and financial accounts records; and insuring compliance with all aspects of the law.

This is a great internship for accounting or business students looking to get real-world experience at a great state agency with a noble public service mission. We are located at 4611-50th St, Suite D in Lubbock, TX.

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**

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
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<thead>
<tr>
<th>Desired Job Type</th>
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<tbody>
<tr>
<td><strong>Other Information:</strong></td>
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<tr>
<td>Green Job: <strong>No</strong></td>
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<tr>
<td>Featured Job: <strong>No</strong></td>
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<td>Federal Contractor: <strong>No</strong></td>
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<td><strong>Staff Information:</strong></td>
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<tr>
<td>Category: <strong>Regular (Non Domestic)</strong></td>
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<td>Status: <strong>Open and available</strong></td>
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<td>Reason: <strong>NA</strong></td>
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<td>Future Release From Hold:</td>
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<td>Job Order Followup: <strong>3/24/2018</strong></td>
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