

TCEQ RECRUITING FOR AN HR INTERN FOR SPRING 2017 & SUMMER 2017

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 (off North IH-35 and Braker Lane). This is a **part-time** position for **both Spring 2017 AND Summer 2017 (starts January 2017 and ends August 2017)**.

Intern duties:

- Develops promotional materials for internship program
- Promotes internship program via social media to reach prospective candidates and to engage internship alumni
- Conducts videotaped interviews with intern alumni and sponsors to promote the program
- Assists with review and data entry of candidate applications and sponsor requests in order to determine eligibility and appropriate placement of interns
- Assists in responding to basic candidate inquiries regarding application and selection process via email and phone
- Assists in referring candidates to sponsors (internal and external) for review, consideration, and placement
- Assists with planning and execution of annual internship conference
- Assists with planning and execution of intern teambuilding sessions and mentor orientation sessions
- Performs other duties and special projects as assigned to identify internship best practices and to enhance visibility of internship program

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>

Qualifications/ Requirements:

- Candidate must be enrolled as an **undergraduate student in Spring 2017**
- Candidate must be eligible to work in the United States
- **Major in Human Resources, Business, Communications, or Marketing**
- Microsoft Office experience including Word, Excel, PowerPoint, and Publisher with intermediate/advanced level proficiency
- Strong written and verbal communication skills
- Proficiency with posting on social media
- 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 2017 Semester- work part-time (average 12 hours per week) from January 2017 through May 2017 AND

Summer 2017 – work part-time (average 20-25 hours per week)from mid- May 2017 through August 2017

How to Apply:

Interested candidates may **email resume AND cover letter no later than Thursday, November 17, 2016, by 5:00 p.m.** to juanita.baldwin@tceq.texas.gov

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

www.tceq.texas.gov

