Texas Job Order Print Document

Job Order: 205
Print Date: 2/14/2018 2:09:14 PM
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: Mailing Address:
Texas Workforce Commission 101 E 15th St.
101 E 15th St. Room 230
Room 230 Austin, TX 78778
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: 43416100 Human Resources Assistants, Except Payroll and Timekeeping
Job Title: Intern -- Human Resources
Industry Code: 541612 - Human Resources Consulting Services
Number of Positions: 1 Referrals: 250
Earliest Date to Display: 2/2/2018 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 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 Human Resources Department handles all personnel matters from recruitment to retirement for the agency. We help attract and retain the agency's devoted team of public servants, making sure they're compensated correctly, get the correct benefits and are evaluated fairly on their work.

This is a great internship for HR students looking to get real-world experience at a great state agency with a noble public service mission. We're located in the agency's headquarters at 15th Street and Congress Avenue in Austin. That's on the north lawn of the State Capitol, about four blocks south of the University of Texas.
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: **3**

Requires a Drivers License: **No**

Drivers License Certification: 

Drivers License Endorsements: 

**Compensation and Hours:**

Minimum Salary: **15.00 Hour**

Maximum Salary: 

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

### Desired Job Type

### Other Information:
- **Green Job:** No
- **Featured Job:** No
- **Federal Contractor:** No
- **Subsidized by ARRA (Stimulus):** No
- **In an Enterprise Zone:** No
- **Court Ordered Affirmative Action:** No

### Staff Information:
- **Category:** Regular (Non Domestic)
- **Status:** Open and available
- **Reason:** NA
- **Job Developer Mandatory Listing:** NA
- **Employer Status:** Open and available
- **Future Release From Hold:**
- **Job Order Followup:** 3/4/2018