**Texas Job Order Print Document**

Job Order: 218  
Print Date: 2/22/2018 6:02:53 PM
Office: 434 WF Solutions Conroe  
LWIA/Region: 1328 Gulf Coast WDB

**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/](http://www.twc.state.tx.us/)

**Application Comments:**

**Location:**

Main Address:  
TWC Shenandoah Tax Department  
19221 I-45 S.  
Suite 250  
Conroe, TX 77385

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 -- Shenandoah Tax Department  
Industry Code: 541612 - Human Resources Consulting Services  
Number of Positions: 1  
Referrals: 250

Earliest Date to Display: 2/22/2018  
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:**

**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 19221 I-45 S., Ste 250, Shenandoah, TX 77385. 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 Maximum Salary: 0.00 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
**Desired Job Type**

**Other Information:**

<table>
<thead>
<tr>
<th>Desired Job Type</th>
<th>Other Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Job: No</td>
<td>Subsidized by ARRA (Stimulus): No</td>
</tr>
<tr>
<td>Featured Job: No</td>
<td>In an Enterprise Zone: No</td>
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<tr>
<td>Federal Contractor: No</td>
<td>Court Ordered Affirmative Action: No</td>
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</tbody>
</table>

**Staff Information:**

| Category: Regular (Non Domestic) | Job Developer Mandatory Listing: NA |
| Status: Open and available      | Employer Status: Open and available |
| Reason: NA                      | Future Release From Hold: |
| Job Order Followup: 3/24/2018    | |

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