Texas Job Order Print Document

Job Order: 209
Office: 123 WF Solutions Career Center

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:
Texas Workforce Commission
101 E 15th St.
Room 230
Austin, TX 78778
Mailing Address:
101 E 15th St.
Room 230
Austin, TX 78778

Contact:
Contact: Justine Parcher
Phone: (512) 936-3772 x
Fax:
Email: justine.parcher@twc.state.tx.us

Job Details:
Occupational Code: 43906100 Office Clerks, General
Job Title: Intern -- Office of Employer Initiatives
Industry Code: 541612 - Human Resources Consulting Services
Number of Positions: 1
Earliest Date to Display: 2/8/2018
Type of Job: Internship
Duration: 4 - 150 Days
Referrals: 250
Last Date Job Order Will Display: 3/31/2018
Job Time Type: Full and Part Time Positions
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.

The primary responsibility of TWC's Office of Employer Initiatives is to provide leadership and direction within the Texas Workforce system to engage employers, business organizations and the economic development community in the ongoing development of a customer-focused, market-driven workforce system.

This is a great internship for students looking to get real-world experience at a great state agency with a noble public service mission. We are 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: 
Required Tests: NA

Test Done By: No test required

Hiring Requirements:

Hiring Requirements Other:

Education Level: High School Diploma or Equivalent

Months of Experience: 0

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:**

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<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>Green Job</td>
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<tr>
<td>Featured Job</td>
<td>No</td>
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<tr>
<td>Federal Contractor</td>
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<td>Subsidized by ARRA (Stimulus)</td>
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<td>In an Enterprise Zone</td>
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<td>Court Ordered Affirmative Action</td>
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**Staff Information:**

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Future Release From Hold:
- NA

Job Order Followup: **3/10/2018**