

Division: To be assigned
Number of Positions: Multiple

JOB VACANCY NOTICE

Standard Intern (Spring Semester)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

Job Description

Performs entry-level administrative and technical assistance work in finance, planning, natural resources, information technology, or human resources fields. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

Essential Job Functions

May provide administrative support to office operations, including some or all of the following functions:

- Performs basic office tasks as assigned, such as filing, photocopying and faxing.
- Performs various data collection and entry.
- Attends meetings and drafts meeting notes.
- Updates and complies print materials.
- Assists with maintaining files and records.
- Performs other duties as assigned.

Minimum Qualifications

Must be enrolled full time at an accredited college or university during the current spring semester. Must have a minimum academic grade point average of 2.0.

Knowledge, Skills, and Abilities

- Skill in proficient use of computer software products to include email, Word, Excel, and Power Point.
- Skill with both verbal and written communication.
- Ability to follow detailed instructions.
- Ability to function efficiently in a team setting, and to coordinate with other staff to ensure continuity and consistency.
- Ability to handle multiple tasks giving special attention to priority items.
- Ability to prioritize deadlines.
- Ability to multi-task and manage multiple projects.
- Ability to work and collaborate with others in multi-disciplinary teams.
- Ability to work within the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday.

Remarks

Copy of required academic transcripts must be submitted at the time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/29/14



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs