

INTERNSHIP POSTING NOTICE Voluntary Intern

Opening Date: May 4, 2022
Closing Date: Open Until Closed
Location: Austin, TX or Remote in Texas
Division/Department: Agency wide
Travel %: 0%

Internship applications
<http://www.twdb.texas.gov/jobs/internship.asp>
Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: HR@twdb.texas.gov

Texas Water Development Board's Mission
Leading the state's efforts in ensuring a secure water future for Texas and its citizens.

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives such as flexible work hours so you can have a work/life balance!

Intern Project Description:

The Texas Water Development Board is proud to offer an unpaid internship program aimed at providing students with real-world training and development. The goal is to provide current students or recent graduates with useful skills to complement their education and help them gain future employment opportunities. Beyond providing on-the-job experience in their desired field, internships at the TWDB give students both an inside look at state government and the opportunity to see first-hand how our important work has a direct impact on the citizens of Texas. Interns are afforded opportunities to interact with and learn from agency management while working closely with subject-matter-experts in their intended field on a daily basis.

We accept applications for volunteer interns year-round. We request that interns make a 3-month commitment, volunteering for a minimum of 10 hours a week. Start dates are flexible and typically coincide with school calendars such as:

SUMMER: June - August

FALL: September - December

SPRING: January - May

Essential Internship Functions:

- Performs support work for division program areas.
- Provides project assistance.
- Conducts research as requested for various projects.
- Prepares correspondence, reports, studies, forms, and documents.
- May research, compose, design, or edit agency publications, forms manuals and charts.
- Assists with special projects.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

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.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)

Revised 11-15-22



Employment with the Texas Water Development Board (TWDB) is on an at-will basis.

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Internships are available in the following departments:

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| <ul style="list-style-type: none">• Finance• Human Resources• Information Technology• Texas Natural Resources Information Systems• Regional Water Planning and Development• Groundwater Resources• Surface Water Resources | <ul style="list-style-type: none">• Office of Planning• Conservation and Innovative Water Technologies• Government Relations and Agency Communications• Flood Science & Community Assistance• Flood Planning |
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Minimum Qualifications:

- Current undergraduate or graduate student.
- Recent undergraduate or graduate students – 6 months from graduation.

Knowledge, Skills, and Abilities:

- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.

Remarks:

- An internship application, cover letter of interest, current resume, copy of unofficial academic transcripts and at least one (1) Academic or Work Reference must be submitted to be considered.
- Important Notice: Otherwise, qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.