Voluntary Intern

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 around. 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.

Internships are available in the following departments:

- Finance
- Human Resources
- Information Technology
- Texas Natural Resources Information Systems
- Regional Water Planning and Development
- Groundwater Resources
- Surface Water Resources
- Office of Planning
- Conservation and Innovative Water Technologies
- Government Relations and Agency Communications
- Flood Science & Community Assistance
- Flood Planning

Female and minority applicants are encouraged to apply.

The 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.

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).
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.