



TEXAS PARKS AND WILDLIFE DEPARTMENT
invites applications for the position of:

Intern Clerk II-III-IV (Aquatic Invasive Species Marketing Intern)

SALARY: \$12.00 - \$13.50 Hourly

OPENING DATE: 11/15/16

CLOSING DATE: Continuous

DIVISION: Communications

WORK ADDRESS: TPWD Headquarters, 4200 Smith School Road, Austin, TX 78744

HIRING CONTACT: Carly Montez, (512) 389-4794

GENERAL DESCRIPTION:

The Texas Parks and Wildlife Department Student Internship Program introduces interested college students to career opportunities in positions located statewide and job settings to gain practical experience and training in natural and cultural resource fields.

Under the direction of the Marketing Programs Manager, this position will assist with the planning and implementation of the 2017 aquatic invasive species public awareness campaign aimed at educating boaters, anglers, paddlers and other water recreationist about invasive species threatening Texas water bodies and urging them to take action to slow or stop their spread. Assists with developing and disseminating email communication, social media content, web content, and print collateral such as brochures, flyers and infographics. Coordinates with contracted ad agency on production and placement of paid media including radio ads, digital ads, billboards, gas station advertising and print advertising. Tracks budgets and advertising results and prepares summaries, reports and presentations on campaign efforts. Performs additional duties as assigned. Complies with all Agency, Division and Branch rules, regulations and procedures.

Paid internships are available in various Divisions depending on available funding. The student internship program employment period varies depending on the specific intern opportunity.

NOTE: If selected for a paid opportunity, intern will be paid at the rate of pay reflected from the completed hours at time of application.

POSTING NUMBER: 17-00066

QUALIFICATION GUIDELINES:

MINIMUM QUALIFICATIONS:

Education:

- Current enrollment as an undergraduate or graduate student in an accredited college or university;
- Minimum of 18 completed semester credit hours from an accredited college or university at time of application;
- Must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale or "Pass" on a Pass/Fail system.

Experience:

- None required.

Licensure:

- Must possess a valid state driver's license.

NOTE: Retention of internship contingent upon maintaining required license.

PREFERRED QUALIFICATIONS:

Education:

- Coursework in marketing, advertising or mass communication;
- Coursework in aquatic biology, natural resource conservation or environmental science.

Experience:

- Previous marketing work experience, particularly such directed at increasing public awareness of conservation issues or aquatic invasive species;
- Participation in or leading others in boating or fishing.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of marketing/advertising;
- Skill in effective verbal and written communication;
- Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
- Skill in using Microsoft Word, Excel, PowerPoint and Outlook
- Ability to accurately follow instructions and complete assigned tasks within guidelines;
- Ability to work as a member of a team;
- Ability to learn new skills;
- Ability to follow department policies, procedures and rules;
- Ability to conduct work activities in accordance with TPWD safety program.

ADDITIONAL INFORMATION:

WORKING CONDITIONS:

- Required to work 10 to 40 hours per week, Monday through Friday;
- Required to work on holidays, weekends and hours other than 8:00 a.m. to 5:00 p.m. as necessary;
- Must conform to TPWD dress and grooming standards, work rules and safety procedures;
- Non-smoking environment in State buildings and vehicles.

ADDITIONAL REQUIREMENTS:

In order to be considered for this position, the following information is required:

- Submission of a completed online application;
- Work history experience MUST be completed in the online application;
- Must attach copy of official or unofficial college transcript(s) issued from accredited college/university to the online application. (Unofficial transcripts must have full name and college/university's name);
- Transcript must reflect current college/university classes in progress at time of application;
- Degree plans will NOT be accepted;
- Applicants must attach a DD214 or other supporting documentation to the online application to claim Veterans Preference.

NOTE: Resume and professional references may be attached to the online application, but not in place of the completed application. A skills test may be conducted at time of interview.

Army 15, 36, 42, 56, 68, 88, 89, 92

Navy AZ, CS, LS, PS, RP, SH, SN, YN, CWO-SHIPS CLERK

Coast Guard 360, 420, SK, YN

Marine Corps 01, 30, 60, 66

Air Force 3A, 8A2

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

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