



TEXAS PARKS AND WILDLIFE DEPARTMENT
invites applications for the position of:
Intern Clerk II-III-IV

SALARY: \$12.00 - \$13.50 Hourly

OPENING DATE: 11/15/16

CLOSING DATE: 12/06/16 11:59 PM

DIVISION: Coastal Fisheries

WORK ADDRESS: TPWD Sea Center Texas, 302 Medical Drive, Lake Jackson, TX 77566

HIRING CONTACT: David Abrego, (979) 299-1808

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 supervision of the Visitor Center Manager and Program Specialist, this internship is responsible for assisting with Sea Center Texas outreach and volunteer programs. Assists with planning and hosting Sea Center Texas educational events including several Sea Center summer camp programs for children ages 9-11. May help with developing new educational activities. Intern would need to be comfortable directly interacting with the public providing interpretive programs. Assists with guided hatchery tours, touch tank activities and gift shop operations as needed. May organize educational materials and perform administrative duties. 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: 17-00146

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;
- 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:

Experience:

Experience in using a personal computer and common software programs such as MS Word and Excel.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in using MS Word, Excel and Outlook;
Skill in effective verbal and written communication;
Skill in providing quality customer service in a courteous and professional manner;
Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
Ability to learn to identify and discuss common marine finfish;
Ability to collect and record data;
Ability to accurately follow instructions;
Ability to work as a member of a team;
Ability to maintain facilities and equipment;
Ability to make independent decisions;
Ability to perform work assignments;
Ability to perform manual labor including, lifting materials and supplies up to 50 lbs.;
Ability to conduct work activities in accordance with TPWD safety program.

ADDITIONAL INFORMATION:

WORKING CONDITIONS:

Required to work 40 hours per week, includes flexible schedules with hours other than 8:00 a.m. to 5:00 p.m. and days off other than Saturdays, Sundays and holidays;
Must conform to TPWD dress and grooming standards;
Required to perform work outdoors, occasionally in adverse weather conditions;
Required to perform work with proper safety precautions and equipment in enclosed spaces, heights, noise, dust and fumes;
May be required to operate a State vehicle;
Required to travel 5% with possible overnight stay;
Ability to perform manual labor including, lifting equipment and materials up to 50 lbs.;
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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