



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

Al Henry Intern II-III-IV (Multicultural Marketing Internship-PAID)

SALARY: \$12.66 /Hour

CLOSING DATE: 03/02/18 11:59 PM

DIVISION: Communications

WORK ADDRESS: Texas Parks and Wildlife Department, 4200 Smith School Road, Austin, TX 78744

HIRING CONTACT: Eddie McKenna, (512) 389-8696

GENERAL DESCRIPTION:

This Internship Program aims to increase opportunities for qualified female and minority candidates throughout the field of conservation. Through paid conservation internships at Texas Parks and Wildlife Foundation in partnership with Texas Parks and Wildlife Department, the Al Henry Natural Resource Conservation Internship Program aims to provide experience and exposure to talented college students from underrepresented groups to a wide variety of conservation careers, including fish and wildlife, law enforcement, legal, state parks and land management, communications, human resources, infrastructure, and information technology.

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.

This internship is for a candidate with strong Spanish-language writing and speaking skills who is interested in multicultural marketing. His/her top project will be production of the state's hunting and fishing regulations in Spanish. Other opportunities will include support for multicultural marketing on social media such as Twitter, YouTube, Instagram, Facebook and other platforms that reach broad audiences. 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. This is an externally funded internship and will not apply toward State Service Credit.

POSTING NUMBER: 18-00335

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 the 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:

- If driving is required, applicant must possess a valid State driver's license.

PREFERRED QUALIFICATIONS:

Education:

- Coursework in business, marketing, tourism or related communications fields.

Experience:

- Online content management, customer service in Spanish, writing and editing.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Spanish language, multicultural marketing, media relations, social media, Mexican American and/or Latin American studies
- Skill in effective verbal and written communication;
- Skill in using MS Word, Excel and Outlook;
- Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
- Skill in making independent, sound and timely decisions;
- Ability to edit and create timelines;
- Ability to speak in public;
- Ability to work well with diverse groups and age ranges;
- Ability to communicate effectively with the public;
- Ability to maintain flexibility and work with frequent interruptions and multiple changing priorities;
- Ability to work independently with little or no supervision;
- Ability to work as a member of a team;
- Ability to conduct work activities in accordance with TPWD safety program.

ADDITIONAL INFORMATION:

WORKING CONDITIONS:

- Required to work from 8:00 a.m. to 5:00 p.m., Monday through Friday;
- Required to work on holidays, weekends and hours other than 8:00 a.m. to 5:00 p.m. as necessary;
- Bilingual in English and Spanish;
- May be required to operate a State vehicle;
- Housing/lodging not available;
- Required to travel 5%;
- Indoor office environment, with occasional opportunity to cross-train and visit nearby field sites;
- 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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