



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

Al Henry Intern II-III-IV (Sustainability Program Intern)

SALARY: \$12.66 /Hour

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

DIVISION: Infrastructure

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

HIRING CONTACT: Andee Chamberlain, (512) 389-8652

GENERAL DESCRIPTION:

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 Internship Program aims to increase opportunities for qualified female and minority candidates throughout the field of conservation.

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.

The Support Services Division provides agency-wide guidance, training, and general support for all TPWD staff. Under the direction of the Sustainability Program Manager, this internship position offers an opportunity designed for students to obtain relevant work experience to be competitive for future positions in environmental and facility sustainability project implementation. Areas of focus will include waste management, energy efficiency and water conservation. Work may involve the implementation of projects to improve conservation efforts within these categories as well as research and evaluation of program impacts. This position is responsible for performing a range of tasks to learn various aspects of environmental sustainability and program implementation. Duties include, but are not limited to: conducting utility data entry and analysis; assisting in development of web and social media information; assisting in development, implementation, and evaluation of small-scale sustainability projects; participate in site visits and project meetings and assisting in operations of the TPWD Green Team. 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. This is an externally funded internship and will not apply toward State Service Credit.

POSTING NUMBER: 18-00472

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:**

- Current enrollment as an undergraduate or graduate student in an accredited college or university in Business, Government, Environmental Studies, Sustainability or related field.

Experience:

- Experience using software such as Word, Publisher, PowerPoint, and Adobe Acrobat Pro.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of sustainable practices including energy efficiency, water conservation, and/or waste minimization;
- Knowledge of public or governmental policies and procedures;
- Knowledge of facility maintenance and green building methods;
- Knowledge of utility rate structures and billing processes;
- Knowledge of renewable energy systems;
- Knowledge of meeting facilitation and/or event organization;?
- Skill in the use of office machines and equipment;
- Skill in using MS, Word, Excel, and Outlook;
- Skill in using website publishing software;
- Skill in effective written and verbal communication;
- Skill in managing several projects simultaneously;
- Skill in meeting deadlines;
- Skill in proofreading and working with attention to detail;
- Ability to create and compose written materials with grammatical accuracy;
- Ability to identify and analyze problems;
- Ability to recommend and present alternative solutions;
- Ability to interpret policies and procedures;
- Ability to research data, compile information and prepare concise reports;
- 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 weekends and hours other than 8:00 a.m. to 5:00 p.m. as necessary;
- Must conform to TPWD Safety policies and procedures;
- Required to travel 5%;
- 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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