



**TEXAS DEPARTMENT OF LICENSING & REGULATION**  
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## **PAID INTERNSHIP POSTING**

### **Education Specialist Intern Education & Examination**

**Internship will be from June 1, 2026, to July 31, 2026**

**Students must apply through the [Texas Intern Network](#)**

**Posting:** Education Specialist Intern #0210-26

**Salary:** \$2,773.34 monthly

**Opening Date:** 02/23/26

**Closing Date:** 03/27/2026

The Education & Examination (E&E) division at TDLR oversees the development, administration, and evaluation of licensing examinations and educational requirements for regulated professions in Texas. The division works to ensure fair, reliable, and legally defensible testing for minimal competency, as well as to support continuing education and training for licensees.

#### **General Description**

As an Education Specialist Intern (ESI), you will assist with technical assistance and outreach efforts, research projects, and the development of procedural manuals. You will collaborate with TDLR staff to resolve technical issues, analyze division operations, and contribute to policy recommendations. Additionally, you may support the creation of training materials, videos, and other customer service resources for program educators. This internship provides hands-on experience in regulatory education and examination processes while contributing to the improvement of licensing programs in Texas.

#### **Essential Job Functions**

- Assist with technical services and outreach efforts provided to schools and education providers.
- Support research projects and the development of procedural manuals.
- Collaborate with staff to analyze division operations and contribute to policy recommendations for division improvements.
- May assist the staff as they provide technical support and assistance for program specifics and requirements for other division staff, licensees, third-party vendors, government agencies, or the general public.
- Assist with the creation of training materials, videos and other customer service resources for program educators.
- Attends professional development and career readiness programs facilitated by the Human Resources and Organization Support division.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the Programs and the Department.
- Adheres to all Department procedures and personnel policies and performs other related work as assigned.

#### **Required Qualifications:**

Currently enrolled as an undergraduate in an accredited four-year college or university with major coursework in business administration, public administration, education, curriculum and instruction, education technology or a related field. Undergraduate applicants must have a minimum of 12 semester hours earned at time the intern application is submitted. Applicants 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.

Applicants must have completed the TXWORKS Student Eligibility Form and submit letter of eligibility and college transcript with internship application. Applicants must also submit a current resume along with their application.

Applicants must be undergraduate students for the entirety of the internship period June 1, 2026- July 31, 2026.

**Military Occupation Specialty Code:**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 15P- Aviation Operations Specialist, LS- Logistics Specialist, YN- Yeoman, 0100 Basic Admin. Marine, 01- Manpower and Administration or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

**Knowledge, Skills, and Abilities:**

Knowledge or interest in laws, regulations, and standards related to continuing and pre-licensure education.

Skill in working in the Office 365 suite programs, such as Outlook, Teams, Word, PowerPoint, etc.

Ability to implement administrative systems and procedures; to interpret rules, regulations, policies, and procedures; and, to communicate effectively, both orally and in writing.

**How to apply:**

To apply for an Internship Position with TDLR, complete your profile at [Texas Intern Network](#)

The following items must be uploaded and included with your submission:

1. Current resume
2. Transcripts (official or unofficial)
3. [TxWorks](#) Letter of Eligibility

**Incomplete applications may be rejected.**

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or postgraduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

**TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.*