



TEXAS DEPARTMENT OF LICENSING & REGULATION

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PAID INTERNSHIP POSTING

Government Relations Intern Office of Strategic Communication/Government Relations

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

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

Posting: Government Relations Intern #0212-26

Salary: \$2,773.34 monthly

Opening Date: 02/23/2026

Closing Date: 03/27/2026

The Government Relations Office supports the TDLR executive office by conducting research and analysis of legislative priorities, providing assistance to legislative offices with constituent issues, and performing outreach activities with stakeholders.

As an intern in this program, you will assist with agency activities related to legislative matters, including conducting independent research, helping prepare agency policy statements, and assisting with bill implementation activities and assisting preparation for the upcoming legislative session. You will also have the opportunity to assist with communications activities, including preparing news releases and social media posts.

General Description

The Government Relations Intern is selected by and responsible to the Government Relations team and performs work assisting with agency activities related to legislative matters. Work involves conducting research and analysis; assisting in the preparation of agency policy statements and actions for legislative representatives; effectively preparing and disseminating information concerning agency functions to interested parties and assisting in providing administrative support for the agency's administrative, legislative, regulatory, planning, staffing, budgetary and fiscal activities.

Essential Job Functions

- Assists in preparing agency information and documents for members of the Texas Legislature and other government officials.
- Assists in researching and developing reports, including statistical analyses, benchmarks, implementation reports and case studies.
- Assists the Government Relations team in preparing for legislative committee hearings and meetings addressing Department issues, ensuring that the testimony and information provided is accurate and thorough.
- Assists in monitoring and reporting to the Government Relations team on state and federal legislation and trends impacting agency operations. May assist in coordinating the agency's legislative tracking system.
- Assists in preparing and disseminating information of public interest regarding agency hearings, meetings, and other related functions.
- Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.
- Creates, maintains, and enters information into databases and compiles data for charts, graphs, databases, summaries, or reports related to legislative inquiries, strategic planning, or other programming.
- Provides support services to agency staff regarding public or professional meetings, seminars, conferences, and hearings. May assist program management with the development, effectiveness and use of publications and news releases.
- Attends meetings, hearings and functions that pertain to agency programs and may impact the services we provide.
- Attends professional development and career readiness programs facilitated by the Human Resources and Organization Support division.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- 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.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Required Qualifications:

Currently enrolled as an undergraduate in an accredited four-year college or university with major coursework in political science, public administration, history, government, business administration, 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 of the state legislative process and state government administration. Skill in working in the Office 365 suite programs, such as Outlook, Teams, Word, PowerPoint, etc. Ability to communicate effectively, both orally and in writing; to analyze various issues; and, to analyze issues.

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.