



TEXAS DEPARTMENT OF LICENSING & REGULATION
920 Colorado, Austin, Texas 78701
(512) 463-7184, Fax (512) 475-3377
intern@tdlr.texas.gov

PAID INTERNSHIP POSTING

Human Resources Intern Human Resources and Organization Support

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

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

Posting: Human Resources Intern #0213-26

Salary: \$2,773.34 monthly

Opening Date: 02/23/2026

Closing Date: 03/27/2026

The Human Resources & Organization Support Division exists to foster a healthy, equitable and cohesive work environment that attracts and retains top-quality employees and enables them to develop to their full potential.

As an intern in this program, you will assist with employee training and engagement, recruitment and retention strategies, wellness initiatives, and more. This immersive experience will offer invaluable insights into the core functions of HROS, allowing you to collaborate with experienced HROS staff while gaining insight into organizational development at a government agency.

General Description

The Human Resources & Organization Support Intern is selected by and responsible to the Manager of the Office of Organizational Excellence and performs work in areas such as training and engagement, recruitment, selection and retention strategies, and more. Work will involve participation in different human resources and organization support functions to support the division in creating a thriving workplace.

Essential Job Functions

- Assists with recruitment and may represent division at job fairs. Assists in the talent acquisition process in accordance with TDLR policies and procedures by assisting Human Resources staff with the hiring process and responding to applicant inquiries.
- Assists in coordinating and communicating to employees training, learning and development initiatives and assists in streamlining curriculum for employees on the learning management platform.
- Assists in supporting employee resources groups to foster agency comradery.
- Assists with the development and facilitation of employee engagement, satisfaction, and overall employee experience.
- Responds to and/or distributes email received in the Human Resources inbox or routes to the appropriate section staff as necessary.
- Assists in the development and maintenance of employee personnel files ensuring compliance with the agency's records management policy.
- Maintains strict confidentiality of all information related to employee pay and personnel matters affecting the agency and its employees.
- May assist in preparing, editing, and distributing correspondence.
- Attends related training activities to stay abreast of current procedures, rules and regulations that impact human resources.
- 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, while upholding the agency's core values.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other

- members of the staff and team.
- 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 human resources management, human dimensions of organizations, organizational communication, business administration, government, 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 principles and practices of human resources management. 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 establish and maintain effective working relationships; and, to provide professional, friendly, and caring customer service. Ability to identify rules, principles, or relationships that explain facts, data, or other information; and to analyze information, make correct inferences, and draw accurate conclusions.

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.