



TEXAS DEPARTMENT OF LICENSING & REGULATION
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PAID INTERNSHIP POSTING

Medical Health and Wellness Intern Compliance/Medical Health & Wellness

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

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

Posting: Medical Health and Wellness Intern #0214-26

Salary: \$2,773.34 monthly

Opening Date: 02/23/26

Closing Date: 03/27/2026

The programs under the Medical Health and Wellness Section of the Compliance Division are varied in their nature and scope. The professions are vital to maintain public health and ensure consumers are protected and receive competent care when they need help in the specialties TDLR regulates. These specialties include Athletic Trainers, Dietitians, Dyslexia Therapists, Hearing Fitters and Dispensers, Speech Language Pathologists and Audiologists, Orthotists and Prosthetists, Podiatrists, Massage Therapists, Barbers and Cosmetologists, Sanitarians, Code Enforcement Officers, and Water Well Drillers. The section is an information resource that provides expertise, expedites solutions, and performs outreach to connect the agency with those it regulates and serves.

General Description

The Medical Health and Wellness Intern reports to the Health and Wellness Section Manager. The Medical Health and Wellness Intern's role is to assist with professional education and outreach, research, assisting program staff at conferences, and other duties related to program administration. The Medical Health and Wellness Intern is provided training to perform tasks and would learn about the requirements of a Medical Health and Wellness Program Specialist and the regulation of professional licenses for Medical Health and Wellness occupations in Texas.

Essential Job Functions

- Assist with compiling training materials and creating presentations for outreach projects using PowerPoint and other software systems.
- Assist program staff with the oversight and administration of programs, including responding to emails, reviewing webpage content and updating forms and applications.
- Assist with research on statutes and program rules in other states and interstate compact development.
- Assist with reviewing standard operating procedures to ensure all processes are appropriately documented for the administration of the program.
- Assist providing support at professional association conferences.
- 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.
- Attends professional development and career readiness programs facilitated by the Human Resources and Organization Support division.
- Adheres to all Department procedures and personnel policies, including procedures relating to confidential information, and perform other related work as assigned.

Required Qualifications:

Currently enrolled as an undergraduate in an accredited four-year college or university with major coursework in government, health administration, 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:

General knowledge of professional licensing standards within the medical and health profession programs regulated by TDLR. 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.