



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

## **PAID INTERNSHIP POSTING**

### **Charitable Bingo Operations Intern Charitable Bingo Operations Division**

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

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

**Posting:** Charitable Bingo Intern #0315-26

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

**Opening Date:** 03/30/2026

**Closing Date:** 04/17/26

The Charitable Bingo Operations Division (CBOD) is responsible for the regulation of all activities relating to the conduct of charitable bingo games in the state of Texas, in accordance with the Texas Occupations Code Chapter 2001 (Bingo Enabling Act).

### **General Description**

Assists CBOD compliance, accounting, and licensing sections with processing licensing applications, bingo equipment submissions, and various compliance matters. An ideal candidate will have an attention for detail and excellent communication skills.

### **Essential Job Functions**

1. May assist in processing and tracking license applications.
2. May assist in various written communications to license holders.
3. May assist in processing and tracking bingo equipment submissions from license manufacturers.
4. May assist in drafting division procedures.
5. May conduct legal research related to compliance with the Bingo Enabling Act and department rules.
6. May research and interpret statutes, rules, and administrative records, and analyze their applicability and significance in specific fact situations.
7. Attends professional development and career readiness programs facilitated by the Human Resources and Organization Support division.
8. 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.
9. Keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the programs and the Department.
10. 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 college or university with major coursework in accounting, finance, 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 state laws and rules relative to Charitable Bingo.

Skill in working in the Office 365 suite programs, such as Outlook, Teams, Word, PowerPoint, etc. Skill in the use of standard office equipment.

Ability to interpret and apply laws and regulations. Time management skills, being organized, follow instructions, and attention to detail. Ability to communicate effectively; and, to provide friendly, caring service to citizens and agency employees.

## **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.*