



Office Intern (part time, 20 hours/week, flexible hours) (Amended, until filled)

Part-Time | \$15/hour | 7551 Metro Center Drive, Suite 100, Austin, TX 78744

The Office Intern will assist the Office of Injured Employee Counsel with day-to-day administrative tasks and provide project level support related to the agency's programs in operations. We are looking for a college student who is ready to contribute and be exposed to the office environment and bring a high level of energy and can do attitude. You will demonstrate the ability to multi-task, be a self-starter and have a passion to see a task through to completion. The ideal candidate exemplifies integrity, positivity, accountability and commitment to a standard in their work. You must be able to work and take direction from the team. The intern will work under close supervision.

This internship will **end on or before approximately three months after hire.**

This position

- answers inbound calls;
- assists in compiling data for charts, graphs, databases, summaries, or reports; and
- provides administrative support to the department.

Field and/or focus, attendance, work hours

Customer service, business.

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every OIEC job.

Work Hours:

Flexible, 20 hours/week

Required knowledge

- Microsoft Word and Outlook.

Required skill

- explaining complex information to others;
- providing excellent customer service; and
- use of correct grammar, punctuation and spelling.

Required ability

- continually display a positive attitude;
- handle multiple tasks simultaneously; and
- communicate effectively both verbally and in writing, including active listening skills.

Preferences for this position include

- bilingual in English and Spanish language skills (oral).

JOB DETAILS

Job Posting #17-228

Title

Office Intern

Class Title

Administrative Assistant II

Location

7551 Metro Center Drive, Suite 100
Austin, TX 78744

Salary

\$15,600/year
(\$1,300/month)

(\$15/hour)

Travel

5%

Open Date

8/16/2017

Application Deadline

until filled

Status

Internal/External

Pay Group

A11

MOS Codes

92, Logistics, 741X, 0100, 01, 3A, 3M



Qualifications

Graduation from high school or equivalent. Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis.

Additionally, this position requires:

- one year full-time experience in a customer service environment and/or office setting performing administrative work.

How to apply

Complete the State of Texas Application. Submit your application or questions to jobs@oiec.texas.gov. Visit www.oiec.texas.gov/contact/jobs.html for more information.

To receive VETERAN'S PREFERENCE

Applicants must provide at least one of the following documents with their State of Texas Application:

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; **OR**
- a copy of the DD 1300

Military Crosswalk

- Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following:
92, Logistics, 741X, 0100, 01, 3A, 3M
- Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

OIEC will conduct a criminal background check on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to OIEC staff.