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State Of Texas Internship Students Office Opportunities 2025

Description

The **State of Texas Internship Program** provides students with hands-on experience in state government operations, policy development, and public administration. This opportunity allows interns to gain valuable insight into state agency functions while enhancing their professional skills in a dynamic work environment.

Responsibilities

- Assist with administrative and clerical tasks, including data entry, document preparation, and record management.
- Support policy research and analysis to aid decision-making processes.
- Participate in meetings, workshops, and training sessions with government officials.
- Draft reports, correspondence, and presentations for internal and external use.
- Collaborate with different departments on various state programs and initiatives.
- Engage with citizens and stakeholders to provide information and support on government services.
- Perform other duties as assigned to contribute to the efficiency of the office.

Qualifications

- Currently enrolled in an accredited college or university pursuing a degree in Public Administration, Political Science, Business, Communications, or a related field.
- Strong academic standing (GPA requirements may vary by department).
- Must be legally authorized to work in the United States.

Experience

No prior work experience required; however, previous internships, volunteer work, or coursework in government or administrative roles are a plus.

Skills

- Excellent verbal and written communication skills.
- Strong analytical and research abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively in a team environment.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- Professional demeanor and a commitment to public service.

Job Benefits

Hiring organization

State Of Texas Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Department

Job Location

Austin, Texas, United States,
78701,, Austin,, Texas,, United States,

Working Hours

8

Base Salary

10

Date posted

July 26, 2025

Valid through

26.02.2026

- Gain firsthand experience in state government operations.
- Network with professionals and policymakers.
- Receive mentorship and professional development opportunities.
- Flexible work hours to accommodate academic schedules.
- Potential academic credit (subject to university approval).

How To Apply

Interested candidates should submit the following:

- A current resume.
- A cover letter explaining interest in the internship and career goals.
- Academic transcript (unofficial is acceptable).
- Letters of recommendation if required by the specific office.