



## Administrative Assistant Intern (Training Program)

Part-Time | \$13/hour | 7551 Metro Center Drive, Suite 100, Austin, TX 78744

The Administrative Assistant Intern will assist the Office of Injured Employee Counsel with day-to-day administrative tasks related to the agency's training program. You will demonstrate the ability create and format documents, update spreadsheets, input data, and a variety of other administrative tasks associated with the training and continuing education requirements of agency staff. Must have intermediate skills in Outlook, Word, Excel and PowerPoint. The Intern should be adept at preparing documents for presentations and training materials. 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

- provides administrative and technical assistance to the training program under legal services;
- initiates and tracks employee training progress;
- maintains training calendars and schedules meetings;
- distributes training materials to trainers and trainees;
- utilizes agency resources including learning management systems, email and website to deliver information;
- develops and maintains filing systems;
- provides internal communication to employees regarding upcoming training opportunities;
- responds to questions asked by managers and employees regarding training;
- prepares and edits correspondence, memos, letters, faxes and forms;
- provides general support to the Legal Services Coordinator;
- upholds a high level of confidentiality;
- provides data entry and retrieval as necessary; and
- assists with special projects.

### Attendance and work hours

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

### Work Hours:

20 hours/week

### Required knowledge

- Microsoft Word, Excel, and Outlook.

### JOB DETAILS

#### Job Posting #18-194

#### Title

Administrative Assistant Interns

#### Class Title

Administrative Assistant I

#### Location

7551 Metro Center Drive, Suite 100  
Austin, TX 78744

#### Salary

\$1,126.68/month  
(\$13/hour)

#### Travel

5%

#### Open Date

4/5/2018

#### Application Deadline

until filled

#### Status

Internal/External

#### Pay Group

A09

#### MOS Codes

42A, PS, LDO, 018, 0100, 4430

### Required skill

- working effectively across multiple groups and areas;
- organization and time management;
- research and attention to detail;
- handling and solving problems;
- report writing and records maintenance principles and practices;
- data entry and retrieval;
- strong analytical skills;
- active listening skills; and
- use of correct grammar, punctuation and spelling.

### Required ability

- establish and maintain effective working relationships with a variety of individuals and groups;
- multitask between different assignments and meet deadlines;
- establish and maintain effective working relationships with a variety of individuals and groups;
- read with attention to detail; and
- communicate effectively, verbally and in writing, with all levels of employees and the public.

### 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:

- nine months administrative work.

### Preferences for this position include

- 20 hours of college-level coursework; and
- Spanish speaker.

### How to apply

Complete the State of Texas Application. Submit your application or questions to [jobs@oiec.texas.gov](mailto:jobs@oiec.texas.gov). Visit [www.oiec.texas.gov/contact/jobs.html](http://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:  
42A, PS, LDO, 018, 0100, 4430
- Additional Military Crosswalk information can be accessed at:  
[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](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.*