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Job Description

Summer Wellness/Health Promotion Graduate Intern - (2300382)

Position Information

TxDOT is seeking a highly motivated and people-centric health promotion graduate intern to join the statewide wellness team in Summer 2023.

TxDOT's Live Well. Work Well. Employee Wellness Program is a leader in the field of worksite wellness among state agencies in Texas. This graduate-level internship offers students the opportunity to gain practical hands-on experience in program planning/development and strengthen their professional skills in the implementation of health and wellbeing programs.

Based on the intern's interest and areas of study, the following projects are available to select from:

1. Develop mental health in the workplace initiatives/programs
2. Develop 'New Parent' toolkit & initiatives/programs
3. Develop environmental wellness program
4. Develop exercise/strength-building program
5. Develop tobacco-free worksite educational outreach campaign
6. Develop cancer prevention educational outreach campaign

Students can work at TxDOT headquarters in Austin, TX or at one of TxDOT's 25 district offices. Flexible work schedule, including remote opportunities available. Top candidates will be required to submit an unofficial transcript at time of interview.

Minimum Salary: 18.00 **Maximum Salary:** 18.00 **Pay Basis:** Hourly

Work Locations: Stassney Hq - Main 6230 East Stassney Lane Austin 78744

Travel: No

Shift: Day Job **Shift Details:** 40

Location Flexibility: Hybrid

Benefits and Perks

At TxDOT, we value employee work-life balance. In keeping with our commitment to this value, our employees benefit from a wide array of programs and activities that include:

- Low Turnover
- Retirement Pension
- Alternative Work Schedules
- Paid Leave/Holidays
- Health Premiums paid at 100% for full-time employees
- On the Job Training
- Tuition Assistance Program
- Comprehensive Wellness Program/Wellness Leave Incentives
- Career Development Programs/Opportunities for advancement

For a complete list of our total compensation package please visit our website at: [Total Compensation Package](#)
To view benefits available to all State of Texas employees visit: [Benefits at a Glance \(ERS.texas.gov\)](#)

Description

Performs entry-level administrative or technical support work. Work involves performing a wide range of administrative, technical, and/or office support work for the department. Employees at this level perform assignments following specific instructions and are subject to frequent review by the immediate supervisor.

Essential Duties:

- Assist in the analysis, development, implementation, and evaluation of selected project
- Develop health education materials on a variety of health-related topics/programs developed
- Write wellness articles and tip sheets (various topics based on TxDOT's six wellness dimensions)
- Assist with established wellness program promotion and marketing
- Meet with project stakeholders and subject-matter experts
- Attend monthly wellness network meetings
- Conduct presentation to Human Resources Leadership team at the close of the internship program
- Perform other duties as assigned

Qualifications

Minimum Qualifications:

Education: Must be a graduate-level student at a 4-year college or university

Other Conditions:

- Must be at least 16 years of age.
- Employees at least 18 years of age with valid driver's license may be assigned driving duties and may use power tools.

Competencies:

- Knowledge of health science and promotion, theories of health behavior, and program planning and implementation
- Strong oral, written, and presentation communications skills
- Detailed-orientated
- Strong organization and time management skills
- Efficient in Microsoft applications
- Ability to work independently with initial guidance in a team environment

Conditions of Employment:

Please click this link to read the standard conditions of employment for all positions: [Standard Conditions of Employment \(TxDOT\)](#)

Other Locations: UST-Texas-Austin, UST-Texas-San Antonio, UST-Texas-Laredo, UST-Texas-Atlanta, UST-Texas-Pharr, UST-Texas-Childress, UST-Texas-Yoakum, UST-Texas-Wichita Falls, UST-Texas-Mesquite, UST-Texas-Waco, UST-Texas-Paris, UST-Texas-Bryan, UST-Texas-Tyler, UST-Texas-El Paso, UST-Texas-Lubbock, UST-Texas-Corpus Christi, UST-Texas-Amarillo, UST-Texas-Arlene, UST-Texas-Odessa, UST-Texas-San Angelo, UST-Texas-Houston, UST-Texas-Brownwood, UST-Texas-Beaumont, UST-Texas-Lufkin, UST-Texas-Fort Worth
Job: School

Schedule: Full-time

Employee Status: Temporary

Job Type: Temporary Work

Job Level: Non-Management

Job Posting: Feb 1, 2023, 10:57:18 AM **Unposting Date:** Mar 6, 2023, 11:59:00 PM

State Job Title/s: Clerk III **State Job Code/s:** 0059

Military Occupational Specialty (MOS)

TxDOT is committed to hiring veterans. To assist in determining whether your military experience may pertain to the minimum requirements for this position, Military Occupational Specialty (MOS) codes from each branch of the U.S. Armed Forces have been assigned to each state classification code/title where applicable. The MOS codes are grouped by occupational category.

To view the MOS codes please click on link below and click on the appropriate occupational category.

<https://hr.sao.texas.gov/CompensationSystem/JobDescriptions>

Applicant Information

The Texas Department of Transportation is an Equal Opportunity/Affirmative Action Employer, and does not tolerate discrimination in the workplace. We are committed to a diverse and inclusive workplace. All employment is decided on the basis of qualifications, merit and business need.

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Americans with Disabilities Act of 1990.

Please click this link to read the information for applicants: [Additional Applicant Information](#)

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