

The Texas Education Agency (TEA) English Learner Support Division is offering two (2) part-time remote bilingual unpaid internships for the 2022 Fall semester (September through December) and two (2) part-time remote bilingual unpaid internships for the 2023 Spring semester (January through May). Interns will work alongside the English Learner Support Division supporting statewide initiatives that will have an impact on the academic achievement of emergent bilingual students in Texas. The interns will work 15 to 20 hours per week. The weekly schedule can be flexible.

General Description

The interns will perform advanced administrative support and/or technical program work, including assisting EL Support Division team with data gathering and research. Interns will work closely with different team members to learn about local, state and federal policies and guidance while gaining experience in supporting educators serving emergent bilingual students throughout Texas.

Examples of Work Performed

- Support in the development of resources, trainings, and communication to stakeholders on the division's initiatives
- Assist in compiling and analyzing data, making calculations, and preparing reports, perform basic data entry and retrieval
- Trans-adapt various communication from English to Spanish (required) or Vietnamese (preferred)

General Qualification Guidelines

A minimum of 48 college credit hours at an accredited college or university with a GPA of 3.0 or higher. Successful completion of Spanish courses preferred.

Knowledge, Skills, and Abilities

- Ability to speak, read, and write in Spanish with native or near native level proficiency and fluency required;
- Skill in prioritizing and time management to organize and complete multiple projects simultaneously on time;
- Professional verbal and written communication;
- Effective and appropriate use of technology (e.g., Microsoft office, Zoom, etc.);
- Foster effective working relationships with a variety of individuals and groups, internal and external to TEA;
- Self-disciplined to work independently and as part of the EL Support Division;
- Identify problems, evaluate alternatives, and implement effective solutions;
- Express ideas clearly, both orally and in writing;
- Follow division, office, and agency protocol and procedures; and
- Help maintain and retrieve critical, relevant information so that it is readily available when needed.

Application Submission Process

Submit a resume and a brief cover letter to rickey.santellana@tea.texas.gov