Internship Position: IT Program Specialist Internship

Internship ID

SO12SP27-18

Location

Austin, Texas

Education

Undergraduate or Graduate

Schedule

Hybrid (Virtual/In-Person)

Hours

20 hours per week

Paid/Unpaid

Paid

Description

We are looking for a motivated and detail-oriented Intern to join our Information Technology Legislative Team. As an intern, you will work closely with experienced legislative coordinators and IT professionals to support technology-related activities during the 90th Texas Legislative Session. This role offers a unique opportunity to gain hands-on experience at the intersection of information technology, public policy, and government operations, while contributing to the mission of DFPS.

Responsibilities:

• Assist with researching and tracking technology-related legislation and policies.

• Conduct research and analysis of proposed legislation, agency policies, and business procedures to assess potential impacts on current DFPS operations and support understanding of legislative intent, implementation requirements, and program outcomes.

• Help prepare summaries, reports, and briefing materials for the IT Legislative Team.

• Supports the organization and maintenance of legislative and project documentation.

• Attend meetings and assist with information gathering for legislative requests and special projects.

• Perform other administrative and research-related tasks as assigned.

Requirements

• Currently enrolled in a bachelor's or master's degree program in Political Science, Public Administration, Government, Computer Science, or related field.

• Familiarity with state government, the legislative process, public policy or technology-related issues.

• Experience organizing documents and coordinating projects.

• Strong problem-solving skills and eagerness to learn.

• Strong verbal and written communication skills.

Preferred Skills

• Interest in technology policy, cybersecurity, data governance or state government services.

• Demonstrated interest in public service supporting the DFPS mission of strengthening families and communities to keep children and vulnerable adults safe.