

Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical and archaeological heritage.

About the Division of People and Organizational Development (POD):

TDEC's Division of People and Organizational Development exists to support TDEC's mission by providing fast, accurate, and quality customer service with proactive communication to TDEC employees, their families, state partners, and the public. In every interaction POD seeks to maintain trust by protecting confidential information, modeling and encouraging a civil and healthy TDEC culture, and promoting a safe work environment. POD is comprised of human resources, employee relations, risk and safety, talent management, and payroll.



Student Intern Division of People & Organizational Development Compensation: \$19 per hour

The Tennessee Department of Environment and Conservation (TDEC) is excited to offer an outstanding opportunity for college students to complete an internship with the Division of People & Organizational Development in Nashville. Students can expect to gain an understanding of how our agency manages daily human resources, employee relations, and talent management functions for a large State Agency.

Students will learn about State Human Resources Policies and procedures, from hiring to onboarding, training, and data analytics. The internship will be in Nashville, Tennessee.

Highlighted Responsibilities:

- Work directly with our HR Data Steward to utilize Business Intelligence to analyze and interpret data.
- Develop and facilitate micro-learning opportunities for TDEC Staff.
- Update Standard Operating Procedures (SOPs) for the Division
- Work with the HR Transactions team on a classification and compensation project.
- Assist the Performance Management Coordinator with end of year reports and finalization of performance documents.
- Assist with closing out and organizing personnel files.

Qualifications:

- Students earning a degree in Business, Human Resources, Data Analytics, or other business-related field.
- Actively enrolled in college and have a Junior, Senior, or Graduate student status as of May 2024.
- Legally authorized to work in the United States.
- Have a valid driver's license.

How to Apply:

To be considered for this position, please [Click Here to Apply](#) for internship opportunity.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.