

# Intern in Waco

**Position Title:** Human Resources Intern

**Company Name:** SpaceX

## **Internship Responsibilities:**

### **POSITION OVERVIEW:**

Human Resources interns gain training and hands-on experience supporting the talented employee population at SpaceX, creating and implementing HR policies and programs through working with the Recruiting, Compensation, Benefits, or business-facing HR teams. Interns may take an active role in learning how to respond to employee inquiries and managing a variety of employee relations issues, in employee coaching, training and professional development; new employee recruitment and onboarding; or helping to design employee support programs and processes. HR interns will learn foundational HR skills through active team participation, business engagement, and project leadership responsibilities.

### **RESPONSIBILITIES:**

- Provide HR and administrative support to the HR team
- Assist in the recruiting process by screening resumes and providing candidate recommendations to the hiring team, helping with phone and on-site interviews, and posting open positions with university career centers and other career websites
- Coordinate with the HR team to highlight problems and suggest areas for improvement
- Develop a working knowledge of HR policies, regulations, laws and related information
- Complete HR Projects and other related duties, as assigned, to improve efficiency and achieve departmental/site goals

**Work Schedule:** varies according to teams' schedules

**Hours Per Week:** 50

**Wage:** competitive and varies with team assignment

**Compensation Type:** Hourly

**Company Location:** McGregor, TX

### **Company Description:**

SpaceX was founded under the belief that a future where humanity is out exploring the stars is fundamentally more exciting than one where we are not. Today SpaceX is actively developing the technologies to make this possible, with the ultimate goal of enabling human life on Mars.

**Desired Minimum GPA:** 3.5

**Desired Degree(s):** Bachelor's, Master's

**Desired Majors:** Human Resources, Communications, Marketing or Business Administration

### **Desired Skills:**

#### **BASIC QUALIFICATIONS:**

- Must be currently enrolled at a four-year university or college studying Human Resources, Communications, Marketing or Business Administration or no more than 6 months out from the most recent degree complete.

#### **PREFERRED SKILLS AND EXPERIENCE:**

- Experience through a previous internship
- Ability to maintain confidentiality of data and information
- Ability to build and maintain effective relationships with various client groups
- Experience with project management
- Ability to balance getting things done quickly while maintaining quality
- Communication skills, including telephone and public speaking
- Computer skills, such as Microsoft Office (Word, Excel, PowerPoint)

**ADDITIONAL REQUIREMENTS:**

- Must be willing to work overtime (up to a total of 50 hours per week)

**ITAR REQUIREMENTS:**

- To conform to U.S. Government space technology export regulations, applicant must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State. Learn more about ITAR [here](#).
- SpaceX is an Equal Opportunity Employer; employment with SpaceX is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, color, religion, gender, national origin/ethnicity, veteran status, disability status, age, sexual orientation, gender identity, marital status, mental or physical disability or any other legally protected status.
- Applicants wishing to view a copy of SpaceX's Affirmative Action Plan for veterans and individuals with disabilities, or applicants requiring reasonable accommodation to the application/interview process should notify the Human Resources Department at (310) 363-6000.
- Link to full job description and application: <http://www.spacex.com/careers/position/8571>

# Intern in Waco

**Position Title:** Quality Assurance Representative

**Company Name:** Wardlaw Claims Service

**Internship Responsibilities:**

The Quality Assurance Representative is responsible for verifying a comprehensive and accurate product is being delivered to customers of Wardlaw.

- Review product for accuracy and completeness.
- Answer escalation calls during high volume.
- Work with field management to create training materials to aid in the support of the Wardlaw network of adjusters.
- Other duties as needed.

**Company Location:** Waco, TX

**Company Description:**

Wardlaw Claims Service, is an independent adjusting firm located in Waco, TX. We lead the industry with our extensive knowledge of claims management services and over 50 years of experience. We skillfully and professionally handle all types of claims, including: catastrophe, daily, and auto. Our innovative services and adjusters are driven by dedication to customer satisfaction. Likewise, our claims management is accelerated by leveraging the latest technologies to reduce costs, lessen cycle times, and improve the quality of claims.

**Compensation Type:** Paid

**Desired Skills:**

- Bachelor's degree or equivalent required.
- Prior experience working or reviewing property and auto insurance claims, a plus.
- Excellent computer skills including typing, Microsoft products and web based applications.
- Strong basic math skills.
- Bilingual, construction background, or a background in auto repair is a plus, but not required.
- Attention to detail and organized.
- Self-motivated critical thinker who displays effective problem solving abilities.
- Strong written and verbal communication skills.
- Willingness to learn new software and industries.
- Superior customer service.

# Intern in Waco

**Position Title:** Supply Chain Management Intern

**Company Name:** SpaceX

## Internship Responsibilities:

### POSITION OVERVIEW:

Supply Chain Management is an important factor in our process and directly affects the critical operations at our Rocket Development Facility in Texas. Located on a 5,000 acre site in central Texas, the Rocket Development Facility is responsible for testing hardware from development stages through acceptance for flight, and from component level to complete stage testing. This position will help innovate and improve efficiencies to ensure that Supply Chain Management is continuously improving to meet our internal customer demands to achieve our overall mission of sending humans to Mars.

### RESPONSIBILITIES:

- Determine supply chain needs based upon upcoming operational schedules
- Coordinate inventory transfers between sites. Monitor and control shipments to reduce/control shipment costs
- Set up stock locations for commonly used hardware and update computer records to maintain warehouse location for ease of flow
- Count material, equipment, merchandise, or supplies in stock and post totals to inventory records, manually or using a computer
- Perform the necessary documentation to complete work orders and resolve discrepancies in order to expedite the flow of material
- Compile regular inventory and logistics reports for review and analysis
- Ensure the proper and systematic handing of all warehouse inventory
- Operate machinery to place large items in inventory; regulating access to the inventory resources
- Ensure Supply Chain complies with quality standards and procedures
- Perform other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment
- Analyze flow of material to reduce time of request to delivery

**Work Schedule:** varies according to teams' schedules

**Hours Per Week:** 50

**Wage:** competitive and varies with team assignment

**Compensation Type:** Hourly

**Company Location:** McGregor, TX

### Company Description:

SpaceX was founded under the belief that a future where humanity is out exploring the stars is fundamentally more exciting than one where we are not. Today SpaceX is actively developing the technologies to make this possible, with the ultimate goal of enabling human life on Mars.

**Desired Minimum GPA:** 3.5

**Desired Degree(s):** Bachelor's, Master's

**Desired Majors:** Supply Chain Management, Logistics, Industrial Management or other related discipline

### Desired Skills:

#### BASIC QUALIFICATIONS:

- Must be currently enrolled at a four-year university or college studying Supply Chain Management, Logistics, Industrial Management or other related discipline or no more than 6 months out from the most recent degree completed

#### PREFERRED SKILLS AND EXPERIENCE:

- Should possess strong calculative, statistical, and analytical skill sets
- Must be proficient in Microsoft Office
- Knowledge of basic computer applications, ability to easily navigate through different computer software programs
- Ability to create and update inventory software programs
- Ability to work effectively in a team environment
- Ability to make independent judgment with limited information
- Communication skills for relaying data (verbally and in-writing) between other employees and customer

#### ADDITIONAL REQUIREMENTS:

- Must be willing to work overtime up to 50 hours per week
- Physical effort including standing, lifting, carrying materials or equipment (up to 20 lbs.)
- A valid Texas Driver's license is required with a clean driving record

#### ITAR REQUIREMENTS:

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