Office of Vice President of Administration and Finance

Intern Title: ARMICS Intern
Status: Non-exempt

Job Summary
The internship will teach you the basic business skills that will prepare you for the future.

Duties and Responsibilities
- Performs all duties in accordance with Commonwealth of Virginia’s Agency Risk Management and Internal Control Standards.
- Interviews Management regarding controls, risks and other concerns in the department.
- Identifies risks in the department.
- Identifies internal controls, and associated strengths/weaknesses in the department.
- Prepares testing (audit) programs to test controls.
- Tests the effectiveness of internal control activities in the department.
- Documents test results.
- Makes recommendations to management on assigned department.
- Performs follow-up with management to address established corrective action.
- Performs other duties as assigned by Associate VP of Admin and Finance.

Essential skills required
- Ability to carry out instructions quickly and accurately
- Currently enrolled at Virginia State University
- GPA of 3.0 or above
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:
- Director of Risk Management and Executive Reporting
- Associate Vice President of Administration and Finance