Intern Title: Budget Intern  
Status: Non-exempt

Job Summary:
The Budget Intern will provide a support role to the administrative team of the Budget Office. This is a professional assignment, designed to provide relevant work experience in performing administrative, research, and financial duties in an actual work setting. The work experience gained from the internship should be a complement to the education the student is receiving in the classroom.

The Budget Intern will have responsibility for providing direct assistance for the Budget Office. These responsibilities will include: assisting in the development of the FY08 University budget and the FY2008 and 2010 biennial budget for the University, specific research and financial report type projects, focus on data development and operations concerning the generation of reports, and maintenance of required University budget records, as well as administrative general office assistance. The performance of these duties and responsibilities will require a multi-task individual who can provide sound recommendations and problematic assessments, an understanding/acceptance of the need for confidentiality and a high level professionalism in the day-to-day operations of the office.

Duties and Responsibilities:
- Computer experience, knowledge and competence are required in using Microsoft WORD, EXCEL, and POWERPOINT.
- Computer experience, knowledge and competence in using Microsoft ACCESS is preferred.
- Conduct research, analysis and data collection.
- Perform specific research projects as assigned within a specified time frame.
- Maintain and provide excellent record keeping skills.
- Prepare correspondence, reports, and provide additional administrative support as needed.

Essential skills required:
- Applicant must have a GPA of 3.0.
- Must possess the ability to communicate effectively both oral and written, with the administration, faculty, staff, alumni and University visitors.
- Must have the ability to work with limited supervision and display initiative when appropriate.
- Must possess basic analytical skills.
- Must possess organizational skills that enable managing a variety of tasks and the planning and completion of work activities with a pre-determined time frame.

Reporting Relationships:
- Director of Risk Management and Executive Reporting
- Budget Director