

State of Oklahoma
Office of Personnel Management

Carl Albert Public Internship Program

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OFFICE OF STATE TREASURER
STUDENT INTERN PROGRAM
(Summer, 2006)

Pay Range - \$10.00 to \$12.00 hourly

The OST Student Intern Program consists of one position for students enrolled in an institution of higher education and working toward an undergraduate or graduate degree in Accounting, Finance, or a related field. The position will report directly to the Internal Auditor. The intern will be assigned a variety of entry-level duties such as:

Applicants must be at a level of junior or higher and have completed at least 12 semester credit hours of undergraduate accounting courses with a cumulative grade point average of 3.0 or above on a 4.0 scale. Preference will be given to applicants who have computer spreadsheet and word processing skills. Applicants must be able to work a minimum of 12 hours per week (Monday - Friday).

Applicants should be familiar with accounting principles and practices. Intern duties in the internal audit area may include the following: completing predetermined tests designed to evaluate the effectiveness of internal control procedures, maintaining objectivity and confidentiality when specified; entering data into spreadsheets; assisting in preparing and organizing working papers; using proper grammar, punctuation, and format in written documentation, filing and copying; and other duties as assigned. Applications will be accepted until the position is filled.

To be eligible for appointment to the CAPIP Undergraduate Internship, an applicant must have:

- Completed **24** credit hours of undergraduate-level coursework, and
- Achieved a cumulative grade point average of **2.5** on a **4.0** scale in all undergraduate-level coursework.

To be eligible for appointment to the CAPIP Graduate (Executive Fellow) Internship, an applicant must have:

- Completed an undergraduate degree,
- Completed **6** credit hours of graduate-level coursework, and
- Achieved a cumulative grade point average of **3.0** on a 4.0 scale or **7.0** on a 12.0 scale in all graduate-level coursework.

[Click here to download a CAPIP application!](#)