OFFICE OF OKLAHOMA STATE TREASURER
STUDENT INTERN PROGRAM
(Spring, 2015)
Pay Range - $10.00 to $12.00 hourly

DESCRIPTION

The Office of State Treasurer is a state agency with approximately 50 employees. The office is responsible for the treasury function of the State, and accordingly, it manages and invests state funds. Further, it performs banking functions for the approximately 150 other state agencies. Such functions include receiving deposits, disbursing monies, executing investment transactions at the agencies' direction, maintaining account balances, and providing monthly account statements. Additionally, this office has responsibility for administering the unclaimed property program for the state.

The Student Intern Program consists of positions for students enrolled in an institution of higher education and working toward an undergraduate or graduate degree in Journalism, Communications, Finance, Business or a related field. Positions will report directly to the manager of the respective department indicated in the “Job Description” area. Interns will be assigned a variety of entry level duties. These duties are described in the "Job Description" section.

ELIGIBILITY REQUIREMENTS

Applicants must be at a level of junior or higher 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).

APPLICATION REQUIREMENTS

All of the following items must be sent to the Human Resources Manager, Office of the State Treasurer for an application to be considered complete:

- □ A completed and signed application form;
- □ Verification of current enrollment;
- □ Transcript(s) from accredited college or university;
- □ A résumé; and
- □ A letter of recommendation from a faculty member of the college or university where the applicant is enrolled or from a current or prior employer. Letters must be from non-relatives.

***depending upon intern availability and program funding**

COMPENSATION

The intern pay rate shall be at the discretion of the State Treasurer’s office, and shall be determined based upon the individual intern's experience level and other factors. The pay range is $10.00 to $12.00 per hour.

BENEFITS
Interns are not eligible for benefits.

CONDITIONS OF EMPLOYMENT
Any applicant who receives an appointment shall:

- continue making progress toward an undergraduate or graduate degree;
- maintain their grade point average; and
- have no right or expectation of continued employment with the State Treasurer because of participation in this program.

TERMINATION OF INTERNSHIP AGREEMENT AND SEPARATION
The State Treasurer, the department manager, or the intern may terminate the internship agreement at any time without notice. The State Treasurer or the department manager may terminate an intern with or without cause.

Possible causes of termination could include, but are not limited to:

- failure to comply with ethics rules
- a prohibited or unacceptable conflict of interest
- failure to report to work without notifying the appropriate supervisor;
- consistently failing to work the required minimum number of hours per week;
- unsatisfactory work performance;
- failure to maintain confidentiality or objectivity; or
- loss of funding for the intern program.

COMMUNICATIONS INTERN JOB DESCRIPTION
Under the supervision of the Deputy State Treasurer for Communications and Program Administration the communications intern should be familiar with journalistic writing and research techniques.

Qualifications: Graduate student in journalism-related field (preferred), or junior or senior level journalism, business or finance student with demonstrated writing experience.

Communications Intern duties and responsibilities may include the following:

- Research and write articles for the state treasurer's monthly newsletter, the *Oklahoma Economic Report;*
- Participate in the development of strategy and the development or updating of public relations programs and initiatives;
- Exercise due professional care in the completion of assigned duties, including compliance with deadlines and maintaining confidentiality;
- Use of AP style, proper grammar, punctuation, and format in written documents; and
- Other duties as assigned.