Comptroller of Public Accounts  
Division’s Request for Unpaid Interns

<table>
<thead>
<tr>
<th>Editorial/Writer Intern</th>
<th>Public Outreach &amp; Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKING TITLE</td>
<td>DIVISION</td>
</tr>
<tr>
<td>3rd floor</td>
<td>LOCATION/OFFICE</td>
</tr>
<tr>
<td>Delane Caesar</td>
<td>SUPERVISOR'S NAME</td>
</tr>
<tr>
<td>463-8852</td>
<td>SUPERVISOR PHONE NUMBER:</td>
</tr>
<tr>
<td>PROPOSED WORK HOURS/WEEK</td>
<td>LOCATION/OFFICE</td>
</tr>
<tr>
<td>15-20</td>
<td>START AND END DATES</td>
</tr>
<tr>
<td>(Check Applicable Semester)</td>
<td>NUMBER OF POSITIONS:</td>
</tr>
<tr>
<td>Monday</td>
<td>(June –Aug)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>(Sept-Dec)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>(Jan-May)</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>am pm</td>
<td></td>
</tr>
</tbody>
</table>
|General Description of Job Functions and Responsibilities:

**JOB FUNCTIONS:** (Check all that are applicable.)
- Perform Administrative Support
- Design or Edit Publications
- Edit Documents
- Assist with Special Project
- Perform Data Entry
- Proofread Documents
- Conduct Research
- Perform Analysis
- Distribute Information
- Prepare Correspondence
- Conduct Program Evaluation
- Maintain Manuals
- Compile Routine Statistical Reports
- Conduct Surveys
- Maintain and File Documents
- Develop Spreadsheets/Databases
- Conduct Internet Research
- Maintain Logs
- Perform Accounting Functions
- Develop Forms & Charts
- Conduct Studies
- Answer & Route Telephones Calls
- Perform Public Speaking
- Attend Meetings
- Other: Coordinate events
- Other: Graphic Design
- Other: Writing/Editorial

**EDUCATIONAL REQUIREMENT:** (Check all that apply.)
- Freshman
- Sophomore
- Junior
- Senior
- Graduate: Masters
- PhD
- Full-Time Student
- Part-Time Student
- Overall GPA Requirement: 3.0
- Minimum Semester Hours: 15
- Specific Major: Marketing/Communications

**EXPERIENCE REQUIREMENT:**
- Hours of Accounting
- Years in Law School Program
- Other

**KNOWLEDGE, SKILLS OR ABILITIES PREFERRED:** (Check all that are applicable.)
- Knowledge of alphabetizing and basic math
- Skill in using correct spelling, grammar and punctuation
- Skill in performing basic mathematical functions
- Skill in conducting research and analysis
- Skill in reading and interpreting policies and procedures
- Skill in using a personal computer using word processing software
- Ability to use standard office equipment
- Ability to communicate effectively
- Ability to follow verbal and written instructions
- Ability to lift up to 40 lbs.

**PROVIDE BUSINESS NEED:** (Required)

**PROVIDE WORK PLAN:** (Required) EXAMPLES OF WORK PERFORMED (Next Page)
Editorial/Writer Unpaid Internship

Texas Comptroller is looking for talented editorial interns.

Our editorial interns are fully involved in the editorial team.

Editorial interns spend most of their time researching story leads and facts on the Internet, writing, fact-checking, copyediting, and reviewing editorial submissions and correspondence.

Interns have the opportunity to acquire short published clips and gain exposure to many aspects of publishing.

We are looking for interns with exceptional writing and editing skills, sharp analytic skills, meticulous attention to detail and factual accuracy, and familiarity with Microsoft Office, database programs and Internet research.

Experience working with Macs a plus.

Contact Us:

E-mail cover letter and resume to: Cindy.Lara@cpa.state.tx.us
Please include Editorial/Writer internship in email subject line.