### Work Title:
Marketing/Outreach Intern

### Division:
Public Outreach & Strategies

### Location/Office:
3rd floor

### Supervisor:
Delane Ceasar

### Supervisor Phone Number:
463-8852

### Start and End Dates:
- **SUMMER**: June – Aug
- **FALL**: Sept – Dec
- **SPRING**: Jan – May

### Number of Positions:
3

### Proposed Work Hours/Week:
- Summer: 15-20 hours
- Fall: 15-20 hours
- Spring: 15-20 hours

### Work Plan:
EXAMPLES OF WORK PERFORMED (Next Page)

### General Description of Job Functions and Responsibilities:

**Job Functions:**
- Perform Administrative Support
- Assist with Special Project
- Conduct Research
- Prepare Correspondence
- Compile Routine Statistical Reports
- Develop Spreadsheets/Databases
- Perform Accounting Functions
- Answer & Route Telephones Calls
- Other: Coordinate events, Graphic Design, Writing/Editorial

**Educational Requirement:**
- Freshman
- Sophomore
- Junior
- Senior
- Graduate: Masters, PhD
- Full-Time Student
- Part-Time Student
- Overall GPA Requirement: 3.0
- Minimum Semester Hours: Specific Major

**Experience Requirement:**
- Hours of Accounting
- Years in Law School Program
- Other

**Knowledge, Skills or Abilities Preferred:**
- 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)
Comptroller of Public Accounts
Division’s Request for Unpaid Interns

Marketing/Outreach Unpaid internship

A terrific opportunity to gain real world experience in marketing with the Texas State Comptroller Agency and earn school credit for your undergraduate or graduate degree. Fast track your career and develop a skill set employers cannot resist. The sky is the limit!

Minimum Requirements:

College experience with preferred coursework in Marketing and Business. Must be a team player and possess a positive attitude. We are looking for someone who thrives on opportunity and is willing to do necessary tasks as required to learn about marketing in a State Agency. Preference will be given to highly organized and detail-oriented individuals.

Gain Real Life Experience in:

• Development of Marketing Collateral
• Public Relations
• Campaign Design, Planning & Execution
• Event Planning/Management
• Grassroots promotions

Contact Us:

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