

Comptroller of Public Accounts Division's Request for Unpaid Interns

Editorial/Writer Intern

WORKING TITLE

Public Outreach & Strategies

DIVISION

SECTION

3rd floor

LOCATION/OFFICE

START AND END DATES

3

NUMBER OF POSITIONS:

Delane Ceasar

SUPERVISOR'S NAME

463-8852

SUPERVISOR PHONE NUMBER:

PROPOSED WORK HOURS/WEEK 15-20 **SUMMER** **FALL** **SPRING**

(Check Applicable Semester)
(June -Aug) (Sept-Dec) (Jan-May)

(Check Preferred Days and Times) **No Preference**

Monday **Tuesday** **Wednesday** **Thursday** **Friday**
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GENERAL DESCRIPTION OF JOB FUNCTIONS AND RESPONSIBILITIES:

JOB FUNCTIONS: (Check all that are applicable.)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Perform Administrative Support | <input checked="" type="checkbox"/> Design or Edit Publications | <input checked="" type="checkbox"/> Edit Documents |
| <input checked="" type="checkbox"/> Assist with Special Project | <input checked="" type="checkbox"/> Perform Data Entry | <input checked="" type="checkbox"/> Proofread Documents |
| <input checked="" type="checkbox"/> Conduct Research | <input checked="" type="checkbox"/> Perform Analysis | <input checked="" type="checkbox"/> Distribute Information |
| <input checked="" type="checkbox"/> Prepare Correspondence | <input checked="" type="checkbox"/> Conduct Program Evaluation | <input checked="" type="checkbox"/> Maintain Manuals |
| <input checked="" type="checkbox"/> Compile Routine Statistical Reports | <input checked="" type="checkbox"/> Conduct Surveys | <input checked="" type="checkbox"/> Maintain and File Documents |
| <input checked="" type="checkbox"/> Develop Spreadsheets/Databases | <input checked="" type="checkbox"/> Conduct Internet Research | <input checked="" type="checkbox"/> Maintain Logs |
| <input checked="" type="checkbox"/> Perform Accounting Functions | <input checked="" type="checkbox"/> Develop Forms & Charts | <input checked="" type="checkbox"/> Conduct Studies |
| <input checked="" type="checkbox"/> Answer & Route Telephones Calls | <input checked="" type="checkbox"/> Perform Public Speaking | <input checked="" type="checkbox"/> Attend Meetings |
| <input checked="" type="checkbox"/> Other: Coordinate events | <input checked="" type="checkbox"/> Other: Graphic Design | <input checked="" type="checkbox"/> Other: Writing/Editorial |

EDUCATIONAL REQUIREMENT: (Check all that apply.)

- Freshman Sophomore Junior Senior
 Full-Time Student Part-Time Student

- Graduate:** Masters
 PhD

Overall GPA Requirement: **3.0** Minimum Semester Hours: _____

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)**

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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.**