

# **JOB ANNOUNCEMENT**

**Job Posting Number:** 17-04  
**Job Title:** Student Intern  
**Opening Date:** November 7, 2016  
**Close Date:** December 15, 2016  
**Hourly Wage:** \$12.70  
**Work Address:** 914 East Anderson Lane, Austin, Texas 78752

## **GENERAL DESCRIPTION**

The Credit Union Department College Student Program introduces interested students to career opportunities in a job setting to gain practical experience and training in the credit union regulatory field. This position is offered depending on available funding.

The Department regulates and supervises Texas-chartered credit unions. Student interns will support the Department by performing financial analysis and regulatory work. Work involves compiling, reviewing, and analyzing financial data; preparing reports responding to inquiries; and recommending action to deal with financial and regulatory problems.

The program runs approximately 22 weeks and the student will work a total of 400 hours. Upon completion of the Program, the Department may offer full-time employment upon the student's graduation contingent on meeting all job related requirements and the Department having a vacancy; but there is no guarantee. The Department will work with a college/university to establish formal learning plans upon request.

## **REQUIREMENTS**

### **Applicant must:**

- Be a U.S. citizen currently enrolled as an undergraduate student in an accredited college or university with a junior or senior level standing;
- Have an overall grade point average (GPA) of 2.75 or higher on a 4.0 grade point scale or "Pass" on a Pass/Fail system;
- Be available to work 10 to 13 weeks with a minimum requirement of 10 weeks at Department's offices in Austin, Texas.
- Have a high level of computer competency and a good aptitude with numbers.
- Be self-motivated, organized, willing to help with any project and be able to balance multiple priorities at once.
- Have a positive attitude.
- Be able to provide their own housing and transportation.

### **Preferred Qualifications:**

- Experience in gathering and deciphering data.
- Experience creating and using statistical formulae in Microsoft Excel, resulting in meaningful analysis.
- Excellent written communication skills (memos, briefings, status updates are required) and verbal communication (presentations and interviews may be required).
- Major coursework in accounting, finance, economics, or related field.

**Examples of Work Performed:**

- Analyzes financial data; information; and applicable business, financial, and/or regulatory plans.
- Ensures compliance with established procedures; requirements, laws, rules; completeness of data; and presence of adequate documentation.
- Processes information by auditing and verifying financial data.
- Assists in development of regulatory plans, and in the reporting of trends affecting the credit union industry in Texas.

**Knowledge and Skills:**

- Strong understanding of accounting processes and principles.
- Strong analytical skills.
- Strong business application skills (e.g. Microsoft Excel).
- Strong written and verbal communication skills.
- Strong teamwork skills.
- Familiarity with financial statements.

**Application Requirements**

In order to be considered for the position, the following information is required:

- Submittal of a completed State of Texas Employment Application;
- A scanned copy of the previous fall's official college transcript(s), unofficial transcripts, or transcript marked "issue to student" must be submitted

**Note:** The lack of any of the required documents makes your application incomplete and it will not be considered. Resumes may accompany an application but do not substitute for the application.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Department is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. A disabled individual requiring reasonable accommodation shall not be denied the opportunity due to the disability. The applicant should contact Department if reasonable accommodation is required during the application process at (512) 837-9236.