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2005-2006 Inaugural Administration & Finance Internship Program

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2013-2014 Administration & Finance Internship Program Participants

President Keith T. Miller (*right*)

David Meadows, Vice President of Administration and CFO (*left*)

Appendix A: Forms

Please print in ink (preferably black) or use typewriter

Number of attachments _____

Position number _____

Commonwealth of Virginia

An Equal Opportunity Employer

Application for Employment



Send this application directly to the agency announcing the vacancy.

Employees of the Commonwealth and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the agency to which you are applying.

1. Position applied for _____ (one per application) 2. Agency _____

3. Social Security No. _____ (Note: Completion of number three is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.)

4. Full legal name _____ Last First Middle 6. Home Phone () _____

5. Address _____ 7. Business Phone () _____

8. E-mail Address _____ City State Zip

9. EDUCATION

- a. Check highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12
- b. If you did not complete high school, do you have a high school equivalency diploma? Yes No
- c. Check number of years of post high school education 1 2 3 4 5 6 7

| Name and Location of Institution | Hrs | Degree Received | Major or Specialty | Minor | Dates Attended |
|----------------------------------|-------|-----------------|--------------------|-------|----------------|
| 1. _____ | _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ | _____ |

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

10. EXPERIENCE — Use Supplementary Experience Form(s) for additional space. Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items. May we contact your present supervisor? Yes No

a. **Job Title** _____ **Duties:** _____

Employer _____

Address _____

_____ Phone _____

Type of business _____

Immediate supervisor _____

Title _____ Number and titles of employees you supervised _____

Salary (start) _____ (finish) _____ Equipment used _____

Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____

Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____

b. **Job Title** _____ **Duties:** _____

Employer _____

Address _____

_____ Phone _____

Type of business _____

Immediate supervisor _____

Title _____ Number and titles of employees you supervised _____

Salary (start) _____ (finish) _____ Equipment used _____

Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____

Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____

c. **Job Title** _____ **Duties:** _____
 Employer _____
 Address _____

 Phone _____
 Type of business _____
 Immediate supervisor _____
 Title _____ Number and titles of employees you supervised _____
 Salary (start) _____ (finish) _____ Equipment used _____
 Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
 Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____

d. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills: _____

e. Automated word processing (specify equipment) _____
 Typing speed _____ words per minute. Shorthand speed _____ words per minute

f. License (to include driver's), certificate or other authorization to practice a trade or profession.

| Type | License Number | Granted by (licensing board) |
|-------|----------------|------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

11. **REFERENCES**

List names, addresses and relationships of three persons not related to you who know your qualifications:

| Name | Address | Phone | Relationship |
|-------|---------|-------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

12. **MISCELLANEOUS**

- a. Check which shift you will accept: Day Evening Night Rotating Weekends Specify shift hours _____
- b. Check which job status you will accept: Full-time Part-time (specify) _____
- c. Check which employment status you will accept: Salaried (benefits) Hourly (No benefits) Part-time salaried (leave benefits only)
- d. Are you willing to accept employment which requires you to travel? No Yes. If yes, During the day only, Occasionally overnight, Frequently overnight.
- e. List the geographic locations in which you are willing to work... If anywhere in Virginia, write "all" _____
- f. Are you willing to provide your own transportation if necessary for your employment? Yes No.
- g. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.
- h. Section 2.2-2804 of the Code of Virginia prohibits any board, commission, department, agency, institution or instrumentality of the Commonwealth from employing a person who is required to present himself and submit to the federal Selective Service registration requirement and failed to do so. If you are/were required to register for the Selective Service, have you done so? Yes No. If no, state reason: _____
- i. For purposes of compliance with Section 2.2-2903 of the Code of Virginia, are you a veteran who received an honorable discharge and has (i) provided more than 180 consecutive days of full-time active-duty in the armed forces of the United States or reserve components thereof, including the National Guard, or (ii) has a service-connected disability rating fixed by the United States Veterans Affairs? Yes No. If yes, did you serve during the Vietnam Conflict (2/28/61-3/7/75)? Yes No
- j. Have you ever been convicted* for any violation(s) of law, including moving traffic violations. Yes No If YES, please provide the following:
 Description of offense:
 Statute or ordinance (if known): _____ Date of Charge: _____ ; Date of Conviction _____
 County, City, State of Conviction: _____
 (For additional convictions use plain paper. Include all information listed above.)

*Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.

13. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)
 _____ Month _____ Day _____ Year

14. **CERTIFICATION**—Each Application Requires Current Date and Original Signature

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date _____ **Applicant Signature** _____

Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.

Check the block for the racial or ethnic group with which you identify:

- White (includes Arabian)
- Black (includes Jamaican, Bahamians and other Caribbeans of African but not Hispanic or Arabian descent)
- Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)
- Asian & Asian American (includes Pakistanis, Indians & Pacific Islanders)
- American Indians (includes Alaskans)

Check the block for the highest level of education you have completed (check only one):

- Less than 8th grade
- Completed 8th grade
- Attended high school
- High school graduate or equivalent
- Attended college and/or associate degree
- College graduate
- Attended graduate school
- Master's degree
- Graduate study beyond master's requirements
- Ph.D. or professional degree

Check the appropriate block:

- Female
- Male

Please indicate your date of birth: / /

Position applied for: _____

Position number: _____

FOR OFFICE USE ONLY

EEO Category: _____

How did you find out about this employment opportunity?

- Newspaper*
- Radio/TV*
- VEC
- State RECRUIT system
- Agency Bulletin Board
- Other (please specify)

*specify name of newspaper or other media

Supplementary Experience Form

Social Security Number _____ Position Applied For _____
Name _____ Announcement Number _____

Job Title _____ Duties: _____
Employer _____
Address _____

Phone _____

Type of business _____

Immediate supervisor _____

Title _____ Number and titles of employees you supervised _____

Salary (start) _____ (finish) _____ Equipment used _____

Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____

Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____

Job Title _____ Duties: _____

Employer _____

Address _____

Phone _____

Type of business _____

Immediate supervisor _____

Title _____ Number and titles of employees you supervised _____

Salary (start) _____ (finish) _____ Equipment used _____

Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____

Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____

Job Title _____ Duties: _____

Employer _____

Address _____

Phone _____

Type of business _____

Immediate supervisor _____

Title _____ Number and titles of employees you supervised _____

Salary (start) _____ (finish) _____ Equipment used _____

Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____

Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____

Job Title _____ Duties: _____

Employer _____

Address _____

Phone _____

Type of business _____

Immediate supervisor _____

Title _____ Number and titles of employees you supervised _____

Salary (start) _____ (finish) _____ Equipment used _____

Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____

Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____

Job Title _____ Duties: _____

Employer _____

Address _____

Phone _____

Type of business _____

Immediate supervisor _____

Title _____ Number and titles of employees you supervised _____

Salary (start) _____ (finish) _____ Equipment used _____

Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____

Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____



AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize Virginia State University, Commonwealth of Virginia, to investigate my background in connection with my application for employment.

This may include information from any schools attended, personal and/or professional references, previous/present employers, or other sources deemed necessary for my employment.

Applicant (Signature)

Date

Position Title

Position Number

Virginia State University Criminal History Record Request

DEPARTMENT USE ONLY:

| DEPARTMENT DATA | | POSITION TYPE | | |
|------------------|--|--|---|------------------------------------|
| Department Name: | | <input type="checkbox"/> Faculty | <input type="checkbox"/> Fac. Adm. | <input type="checkbox"/> Fac. Adj. |
| Mailing Address: | | <input type="checkbox"/> Classified | | |
| Contact Name: | | <input type="checkbox"/> Hourly | | |
| Location: | | <input type="checkbox"/> Student | <input type="checkbox"/> Graduate Asst. | |
| Phone Ext: | | <input type="checkbox"/> Other (Temp). | | |

Office of Human Resources

Date: _____

| | | | |
|------------------|-------------------|--------------------|--|
| Last Name | First Name | Middle Name | |
|------------------|-------------------|--------------------|--|

| | | | |
|---------------|-------------|--------------|-----------------|
| _____ | _____ | _____ | _____ |
| Street | City | State | Zip Code |

| | | |
|-------------|--------------|--------------------------------|
| _____ | _____ | _____ |
| Sex: | Race: | Social Security Number: |

| | | |
|----------------------|---|--|
| _____ | _____ / _____ | |
| Date of Birth | Place of Birth (County or City / State or Country) | |

Have you lived in the State of Virginia for the past (7) seven years: YES NO

If you have been known previously by a different name(s), include name(s) here:

| | | |
|------------------|-------------------|--------------------|
| Last Name | First Name | Middle Name |
|------------------|-------------------|--------------------|

AFFIDAVIT FOR RELEASE OF INFORMATION

I understand that as a condition of my employment, Virginia State University will conduct a Criminal History Record and Sex Offender & Crimes Against Minors Registry check.

| | |
|-------------------|-------------------------------|
| _____ | _____ |
| Print Name | Signature of Applicant |

| | |
|-------------------------|------------------------|
| _____ | _____ |
| Position Number: | Position Title: |

NOTE: Applicants who decline to complete this form will be denied the interview and will receive no further consideration for the position. Information received regarding the Criminal History Record and Sex Offender & Crimes Against Minors Registry search may void your offer of employment and/or contract.

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EMPLOYEE DIRECT DEPOSIT AUTHORIZATION Agency Name: _____

Print Employee Full Name: _____ Employee ID #: _____

I wish to have my employer deposit my net pay and/or a fixed amount(s) each payday directly to my account(s) as indicated. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer can not issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I hereby attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after this form has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

Employee Signature _____ Date _____

CHECKING ACCOUNTS. Attach a voided check for each account. If a voided check is not attached, this section should be completed by your financial institution along with their name and signature in Savings below**.

NET Direct Deposit to the following CHECKING account:

| | | | | |
|-------------------------------|----------------|-------------------------|--------|---------------------------------|
| _____ | _____ | _____ | NET | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Checking Account Number | Amount | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

FIXED Amount to the following CHECKING account(s):

| | | | | |
|-------------------------------|----------------|-------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Checking Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

| | | | | |
|-------------------------------|----------------|-------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Checking Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

| | | | | |
|-------------------------------|----------------|-------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Checking Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

SAVINGS ACCOUNTS. Deposit slips can NOT be used. This section and the routing and account numbers below should be completed by your financial institution.

**Print name of Financial Representative: _____ Phone: _____

**Signature of Financial Representative: _____ Date: _____

NET Direct Deposit to the following SAVINGS account:

| | | | | |
|-------------------------------|----------------|------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Savings Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

| | | | | |
|-------------------------------|----------------|------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Savings Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

| | | | | |
|-------------------------------|----------------|------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Savings Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

| | | | | |
|-------------------------------|----------------|------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Savings Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

| | | | | |
|-------------------------------|----------------|------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Savings Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

| | | | | |
|-------------------------------|----------------|------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Savings Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |

| | | | | |
|-------------------------------|----------------|------------------------|--------|---------------------------------|
| _____ | _____ | _____ | Amount | <input type="checkbox"/> New |
| Name of Financial Institution | Routing Number | Savings Account Number | | <input type="checkbox"/> Change |
| | | | | <input type="checkbox"/> Stop |



STUDENT'S FULL NAME: _____

STUDENT V #: _____

PROGRAM OF STUDY: _____

To the Applicant:

- Complete the above information.
- Address a Recommendation Form return envelope to yourself.
- Give this form and the envelope to the recommender, specifying that the form must be enclosed in the envelope provided, with the recommender's signature across the seal.
- **Do not open the envelope when it is returned to you by the recommender.**
- Three letters of recommendation are required to complete your internship file. Your references must come from the following: one from a professor in your major, one from a professor at the university and one from a previous employment.

I hereby waive my right of access under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation.

Signature: _____ Date: _____

To the Recommender:

Candid comments from those who can evaluate the applicant's performance and motivation through direct experience are extremely valuable. We appreciate the time you are taking to provide the information. If you have any questions about the recommendation or the application process, please feel free to contact dmason@vsu.edu.

- Please complete the form on the next page.
- When you have completed the form, kindly enclose it in the envelope provided by the applicant.
- Please seal the envelope and sign across the envelope seal to ensure confidentiality.
- Return the sealed envelope to the applicant, who will submit unopened to Administration and Finance.

We greatly appreciate your participation in this process.

Administration and Finance Internship Program



RECOMMENDATION FORM

1. How long have you known the applicant and in what capacity?

2. What are the applicant's strengths and weaknesses?

3. In what areas could this internship program provide the applicant with growth or improvement?

4. How would you describe the applicant's overall performance?

RECOMMENDATION FORM

In comparison to other students you have taught, how do you rate the applicant with regards to the following characteristics?

| | Outstanding | Very Good | Average | Below Average | Unable to Evaluate |
|---------------------------------------|-------------|-----------|---------|---------------|--------------------|
| Work ethic | | | | | |
| Ability to work in a Team | | | | | |
| Integrity | | | | | |
| Ability to accept direction/criticism | | | | | |
| Self-reliance | | | | | |
| Dependability | | | | | |
| Maturity | | | | | |
| Leadership | | | | | |
| Professionalism | | | | | |
| Written communication skills | | | | | |
| Oral communication skills | | | | | |
| Analytical/Quantitative ability | | | | | |

Please comment on anything else you think would be helpful to the selection committee.

Please make your overall recommendation regarding this applicant

- I strongly recommend
- I recommend
- I recommend with some reservations
- I do not recommend that this applicant be considered for the Administration and Finance Internship Program

RECOMMENDATION FORM

Recommender Name

Position/Title



****Complete the highlighted areas only****

REFERENCE SHEET
CONFIDENTIAL INFORMATION

1. _____:

2. **Employment History:**

Name of Organization _____

Dates of Employment: **From** _____ **To** _____

Position Held: _____

Salary: **Starting** _____ **Final** _____

Attendance Record: _____

Reason for Leaving: _____

Would you rehire this former employee? _____ Yes _____ No

3. Training Completed:

Identify any training completed by this individual while in you employ

4. Work Habits:

Describe the quality of work performed by this individual: _____

5. Verification of special requirements: (Identify date issued)

Licensed Held _____

Certificate _____

Degree _____

6. **Name of Individual providing reference, title and phone number:**

7. Additional reference comments: _____

NOTE: Questions 1-6 are in compliance with DPT Selection Policy 2.62

Verified by: _____ Date: _____



Office of Risk Management

VIRGINIA STATE UNIVERSITY
PETERSBURG, VIRGINIA 23806
P.O. Box 9213
(804) 524-5996
(804) 524-5347 FAX

TDD (804) 524-5487

ACTION MEMORANDUM

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Administration and Finance Policy 5000
“Student Interns Attire Policy”

SIGNATURE

DATE

Purpose

Authority, Responsibility, and Duties

Definitions

Policy Statements

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Procedure

Women

Inappropriate shirts:

Inappropriate slacks:

Inappropriate dresses and skirts:

Inappropriate shoes:

Men

Inappropriate shirts:

Inappropriate slacks:

Inappropriate shoes:



Office of Risk Management

VIRGINIA STATE UNIVERSITY
PETERSBURG, VIRGINIA 23806
P.O. Box 9213
(804) 524-5996
(804) 524-5347 FAX

TDD (804) 524-5487

ACTION MEMORANDUM

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Presidential Policy 212
“Acceptable Use Policy for Electronic resources and System”

SIGNATURE

DATE

VIRGINIA STATE UNIVERSITY

Section: Presidential Policy

Policy Number: 212

Policy Name: Acceptable Use Policy for Electronic Resources and Systems

Applicability: The policy governs the conduct of all University employees (permanent, temporary, and contractual), faculty, administrators, and students on the campus of Virginia State University, or on other property or facilities owned, controlled, or being used by the University, or at any location where the intended purpose is to provide or receive assistance in one's capacity as a University employee or student.

Effective Date: November 4, 1999

Revision Date: September 10, 2001

Review Date: November 4, 2002

I. Purpose

The purpose of this policy is to establish guidelines for the appropriate use of Virginia State University's electronic resources, information technology, and systems.

Access to and transmission of electronic information has become a significant method of communication in the workplace. The Commonwealth of Virginia has made substantial investments in its agencies' information infrastructure, and is committed to ensuring that primary use of agency-owned or agency-leased computer equipment is for job-related purposes.

II. Scope

This policy applies to all activities involving electronic information technology, resources and systems owned or operated by Virginia State University and its sub-units, approved for agreements or contracts by the Commonwealth of Virginia, and connections and/or communications with Virginia State University's information infrastructure utilizing personal property to perform work-related responsibilities. The policy also governs the use of electronic information systems by University employees (permanent, temporary, and contractual), faculty, administrators, and students on the campus and other property or facilities owned, controlled, or being used by Virginia State University.

Policy Name: Acceptable Use Policy for Electronic Resources and Systems

Policy Number: 212

III. Definitions

Information infrastructure is defined as "telecommunications, cable, and computer networks and includes the Internet, the World Wide Web, Usenet, bulletin board systems, on-line systems, and telephone networks."

Sexually explicit content means "content having as a dominant theme (i) any lascivious description of or (ii) any lascivious picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting sexual bestiality, a lewd exhibition of nudity, as nudity is defined in § 18.2-390, sexual excitement, sexual conduct or sadomasochistic abuse, as also defined in § 18.2-390, coprophilia, urophilia, or fetishism." (1996, c. 382; 1999, c. 384).

Electronic Mail Systems or Services are defined as: "any messaging system that depends on computing facilities to create, send, forward, reply, to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of asynchronous communication across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes, including services such as electronic bulletin boards, list servers, and news groups."

Personal Use means use that is not job-related or is not in furtherance of the University's mission.

IV. Policy

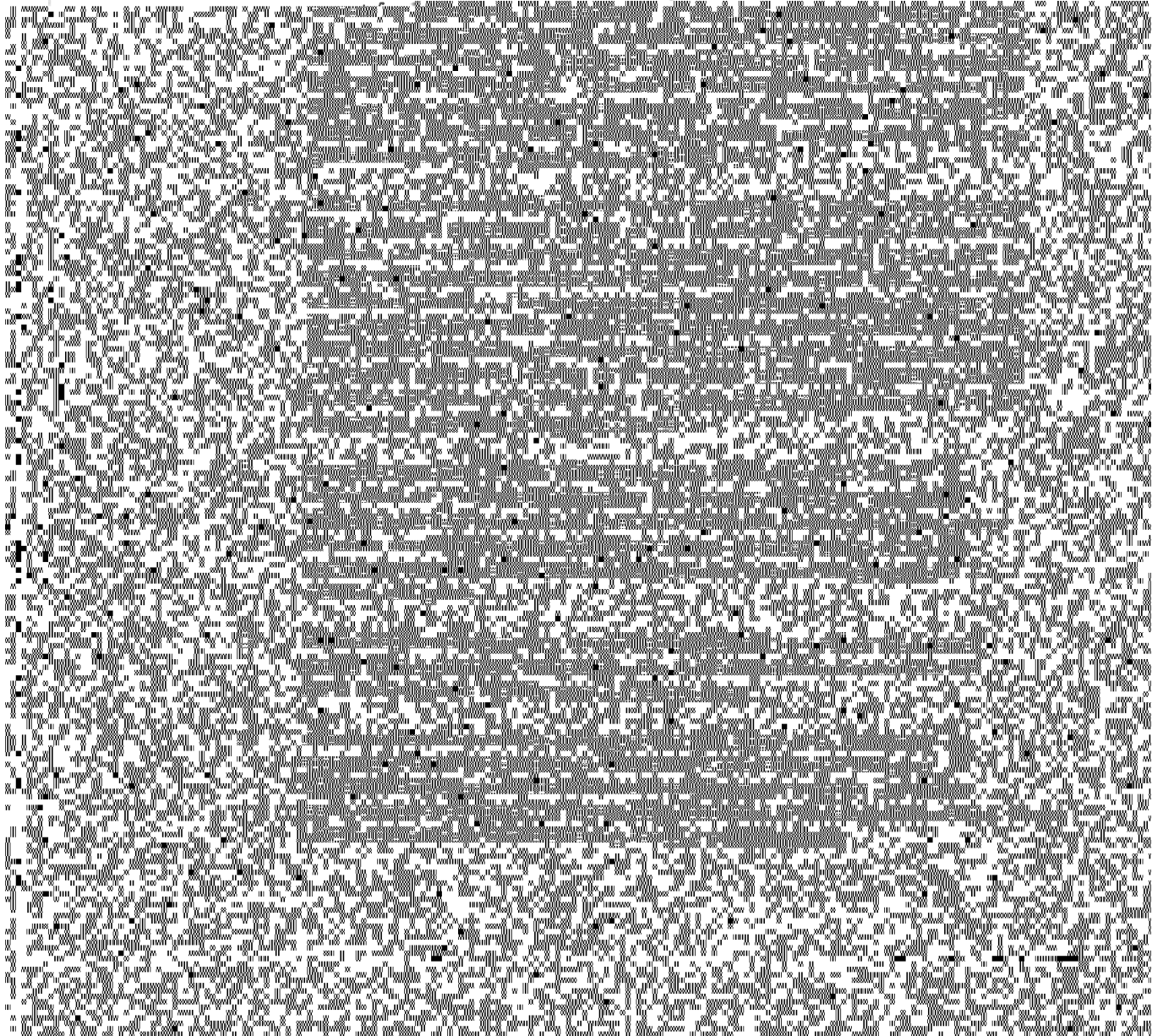
- A. Acceptable use of the Virginia State University's electronic resources and systems is demonstrated by respect for all individuals who use the University's resources and systems. Users have the right to be free of intimidation, harassment, and other unsolicited and potentially disruptive communications.
- B. It is the policy of Virginia State University that electronic information technology, resources, and systems (including electronic mail systems) be used only for the following purposes:
 - 1. To advance the University's mission of instruction, research, extension, and public service;
 - 2. To assist faculty and students in their education, research, and academic activities; and,
 - 3. To support administrators and employees in their performance of job responsibilities.
- C. Personal use of the University's electronic resources and systems is permitted only when such use is incidental and occasional. Personal use is prohibited when:

Policy Name: Acceptable Use Policy for Electronic Resources and Systems

Policy Number: 212

1. It interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
2. It adversely affects the efficient operation of the computer system; or,
3. It violates any provision of this policy, State policy, or any other policy, regulation, law, or guideline as set forth by local, State, or Federal law.

D. All members of the University community are expected to use the University's electronic resources and systems in a professional manner that demonstrates



Policy Name: Acceptable Use Policy for Electronic Resources and Systems

Policy Number: 212

- I. Confidential information should not be forwarded outside the University or to others within the University unless the receipt of such information is authorized and recipients have a professional need to receive such information.

V. Violation of Policy

- A. Possible violations of this policy should be reported immediately to the possible violator's supervisor or to the appropriate dean or chairperson. Recipients of communications that are unwelcome but not a possible violation of this policy may return such communications to the sender and inform the sender why such communication has been returned.
- B. The University reserves the right to conduct an investigation involving possible misappropriation of electronic resources and systems and possible violations of this policy. University employees, faculty, and students who violate this policy are subject to disciplinary action.

VI. Restrictions on Access to Materials with Sexually Explicit Content

The Commonwealth of Virginia restricts University employees' access by computer to materials with sexually explicit content to those that are work-related. Section 2.1-805 of the Code of Virginia restricts access in the following manner:

~~Except to the extent required in conjunction with a bona fide agency-approved~~
research project or other agency-approved undertaking, no agency employee shall utilize agency-owned or agency-leased computer equipment to access, download, print, or store any information infrastructure files or services having sexually explicit content. Such agency approvals shall be given in writing by agency heads, and any such approvals shall be available to the public under the provisions of the Virginia Freedom of Information Act (§ 2.1-340, *et seq.*) of Title 2.1 (1996, c. 382).

VII. Procedure for Obtaining Approval to Access Material with Sexually Explicit Content

The University employee should request approval, in writing, at least two weeks prior to the need for such materials. This request must include the purpose of the material, its intended use, and a projected end date for accessing the material. The written request must be accompanied by the "Request To Access Materials With Sexually Explicit Content" form. This form can be obtained from the Human Resources Office. The request must have a signature of approval from an individual with authorization to make exemptions under the Act:

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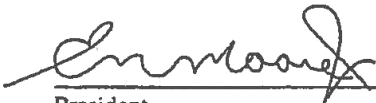
Policy Name: Acceptable Use Policy for Electronic Resources and Systems

Policy Number: 212

| Individual Seeking Approval | Review and Authorization Level |
|--|---|
| Faculty | Department Chairperson |
| Chairperson | School Deans |
| Administrators and Staff | Appropriate Vice President |
| Deans, Academic faculty and administrators | Provost/Vice President for Academic Affairs |
| Vice Presidents | President |

The individual responsible for reviewing such requests will provide a written decision within five workdays of its receipt. All approvals shall be available to the public under the provisions of the Virginia Freedom of Information Act.

APPROVED BY:



President

DATE:

9/10/2001

VIRGINIA STATE UNIVERSITY
PETERSBURG, VIRGINIA 23806
P.O. Box 9213
(804) 524-5996
(804) 524-5347 FAX

Office of Risk Management

TDD (804) 524-5487

ACTION MEMORANDUM

PERSONAL CELLULAR PHONE GUIDELINE

SIGNATURE

DATE

Confidentiality Agreement
Administration and Finance Internship Program (On/Off Campus)

ADMINSTRATION AND **F**INANCE
STUDENT **I**NTERNSHIP **A**GREEMENT

Field Experience -- Learning Opportunity

Please Read Carefully

I, _____ ID #V _____ am a student at Virginia State
(Student Name - Please Print)

University and plan to undertake an internship during the Spring 20____; Summer 20____; Fall 20____; semester(s)
at the following location:

(Internship Site)

(City/State/Country)

Virginia State University itself does not control the way in which this educational opportunity is structured or operates. In granting credit for this internship, the University affirms that, to the best of its judgment, the experience is an appropriate co-curricular option for students in an Business, or Engineering, Science, and Technology, and Agriculture; program of study and worthy of Virginia State University credit, but makes no other assurances, expressed or implied, about any travel and living arrangements the student has made.

Virginia State University does not knowingly approve internship opportunities, which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the University and its agents or employees.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of an on-campus or off-campus internship may require a standard of decorum, which may differ from that of Virginia State University, and I indicate my willingness to understand and conform to the standards of the internship site. I further understand that it is important to the success of the present internship and continuance of future internships that interns observe standards of conduct that would not compromise Virginia State University in the eyes of individuals and organizations with which it has dealings.

I agree that should the Internship Program Coordinator, decide that I must be terminated from my internship because of conduct that might bring the program into disrepute or the internship site into jeopardy, that decision will be final and may result in the loss of academic credit.

EVALUATING AND MONITORING THE INTERNSHIP

Upon accepting an internship assignment, it is my responsibility to perform all tasks assigned to me to the best of my ability, to meet all the standards and conditions of my employment, and to abide by the work schedule established by my employer.

To earn a grade(s) and/or credit(s) for my internship assignment, it is my responsibility to gain approval from my Academic Advisor, seek and follow the procedures for registering for the internship.

The academic department/Academic Advisor is responsible for evaluating my work performance for the purpose of assigning a grade(s) and/or credit(s). In deciding on a grade, most Academic Advisors make extensive use of the information that has accumulated during the monitoring of the internship, and they supplement this information with evaluative information from the intern and the site supervisor. Most departments require some kind of capstone project, often a term paper or final report written by the intern, summarizing, synthesizing, and evaluating the learning experiences of the internship.

MANDATORY EVENTS AND MEETINGS

Each academic year, prospective interns must attend two meetings and six mandatory events. The first meeting is a general orientation meeting during which students will be provided detailed information about the requirements of the internship placement process. The interns will be provided a list of dates throughout the academic year of seminars and workshops. Students who fail to attend meetings and events will be terminated.

EMPLOYER INFORMATION

Name of Employer Sponsor _____
Name of Site Supervisor _____
Site Supervisor's Position Title _____
E-mail _____
Telephone _____

Once having been accepted into an internship assignment, I **will not** seek out or accept an internship assignment with any other host organization (employer) for the same semester(s).

STUDENT SIGNATURE: _____ DATE: _____

DATE OF BIRTH: _____ AGE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____
(If student is under the age of 18 at time of internship)

ACADEMIC INFORMATION

STUDENT'S MAJOR: _____ CONCENTRATION: _____

ARE YOU PLANNING TO EARN ACADEMIC CREDIT? Yes No

- **If yes, please contact your Academic Advisor in reference to the procedures and guidelines regarding the registration process to earn academic credit.**

ACADEMIC ADVISOR: _____ GRADUATION DATE: _____

TELEPHONE: _____ E-MAIL: _____

SCHOOL ADDRESS

HOME ADDRESS

City State Zip Code

City State Zip Code

Telephone: _____

Telephone: _____

E-mail: _____

E-mail: _____

Cellular Phone: _____

Appendix B: Job Descriptions

Office of the Vice President of Administration and Finance

Intern Title: Administration and Office Specialist

Status: Non-exempt

Job Summary

Under the direction of the Vice President for Administration & Finance, the Administrative and Office Specialist will provide administrative support and perform entry-level assignments designed to provide relevant work experience.

Duties and Responsibilities

- Produce monthly report for the Director of Risk Management and Executive Reporting in a reliable and timely manner.
- Produce and maintain the Intern monthly report and correspondences in a timely manner
- Perform backup role and as needed, provide routine and daily assistance to internal and external customers. Responds to customer in a timely and accurate manner
- Ensures daily coverage of phones during work hours.
- Conduct research, analysis and data collection
- Perform specific research projects as assigned within a specified time frame
- Maintain and provide excellent record keeping skills
- Prepare correspondence, reports, and provide additional administrative support as needed.

Essential skills required

- Ability to carry out instructions quickly and accurately
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Vice President for Administration and Finance

Office of the Associate Vice President of Administration and Finance

Intern Title: General Accounting: Reconciliation Analyst Intern

Status: Non-exempt

Job Summary

The internship will teach you the basic business skills that will prepare you for the future

Duties and Responsibilities

- Review the daily cash and credit card deposit information and wire transfer batches. Prepare the daily deposit certificates and CARS batch headers.
- Daily, monitor and adjust the Banner BR Cash Clearing Accounts.
- Prepare the monthly credit card deposit reconciliation.
- Key transactions into Banner Finance as needed.
- As needed, assist in performing the monthly expenditure reconciliation to verify the accuracy and completeness of transactions posted in both Banner and CARS.
- As needed, assist in performing the monthly smaller local bank account reconciliation to the corresponding physical bank account.
- Assist with the preparation of desk procedures to standardize work flow.
- Maintain daily Sign-In Log and semi-monthly timesheet. Submit both completed forms to supervisor on VSU paydays.

Essential skills required

- Must have own transportation
- Ability to carry out instructions quickly and accurately
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- General Accounting Manager

Office of the Associate Vice President of Administration and Finance

Intern Title: Financial Reporting: Reconciliation Analyst Intern

Status: Non-exempt

Job Summary

The internship will teach you the basic business skills that will prepare you for the future

Duties and Responsibilities

- Assist with the preparation of Financial Statements, and CAFR package.
- Assist in the review of the University's accounts receivable program to identify and recommend modifications or enhancements.
- Research, analyze, and make recommendations to modify, update and maintain the financial reporting system requiring the application of accounting theory and principles.
- Analyze transactions to facilitate the identification of errors/ irregularities and follow up on items identified to determine the propriety of transactions.
- Assist with the preparation of desk procedures to standardize work flow.

Essential skills required

- Ability to carry out instructions quickly and accurately
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Financial Reporting Manager

Office of the Assistant Vice President of Capital Outlay and Facilities

Intern Title: Facilities Administration Intern

Status: Non-exempt

Job Summary:

The Facilities Administration Intern will provide a support role to the administrative team of the Facilities & Capital Outlay Office. This is a professional assignment, designed to provide relevant work experience in performing administrative, research, and financial duties in an actual work setting. The work experience gained from the internship should be a complement to the education the student is receiving in the classroom.

The Facilities Administration Intern will have responsibility for providing direct assistance for the Facilities & Capital Outlay Office. These responsibilities will include: specific research and financial report type projects, focus on data development and operations concerning the generation of reports, and maintenance of required University fiscal records, as well as administrative general office assistance. The performance of these duties and responsibilities will require a multi-task individual who can provide sound recommendations and problematic assessments, an understanding/acceptance of the need for confidentiality and a high level professionalism in the day-to-day operations of the office.

Duties and Responsibilities:

- Computer experience, knowledge and competence are required in using Microsoft WORD, EXCEL, and POWERPOINT.
- Conduct research, analysis and data collection.
- Perform specific research projects as assigned within a specified time frame.
- Maintain and provide excellent record keeping skills.
- Prepare correspondence, reports, and provide additional administrative support as needed.

Essential skills required:

- Must possess the ability to communicate effectively both oral and written, with the administration, faculty, staff, alumni and University visitors.
- Must have the ability to work with limited supervision and display initiative when appropriate.
- Must possess basic analytical skills.
- Must possess organizational skills that enable managing a variety of tasks and the planning and completion of work activities with a pre-determined time frame.

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Assistant VP for Capital Outlay & Facilities
- Facilities Director
- Fiscal Administrative Assistant

Office of the Assistant Vice President of Capital Outlay and Facilities

Intern Title: Capital Outlay Intern

Status: Non-exempt

Job Summary:

The Capital Outlay Intern will provide a support role to the administrative team of the Capital Outlay Office. This is a professional assignment, designed to provide relevant work experience in performing administrative, research, and engineering duties in an actual work setting. The work experience gained from the internship should be a complement to the education the student is receiving in the classroom.

The Capital Outlay Intern will have responsibility for providing direct assistance for the Capital Outlay Office. These responsibilities will include: specific research and financial report type projects; focus on project design, procurement, and construction administration; maintenance of required project records, as well as administrative general office assistance. The performance of these duties and responsibilities will require a multi-task individual who can provide sound recommendations and problematic assessments, an understanding/acceptance of the need for confidentiality and a high level professionalism in the day-to-day operations of the office.

Duties and Responsibilities:

- Assist the Capital Outlay Deputy Director and Project Managers in the day-to-day oversight of specific capital projects
- Assist with construction project site inspection performance and documentation
- Assist with the gathering and compiling of documents to circulate for approval
- Assist with the tracking of project submittals, shop drawings, request for information, change order requests, contracts and change order documents
- Assist with processing approvals and communicating project updates for non-capital outlay projects
- Assist with tracking and updates to the annual permit log
- Assist with bid receipt and tabulation
- Assist with cataloging and monitoring building/campus paper drawing and CAD files
- Assist with end-user interface, and project coordination on non-capital outlay projects and special projects as assigned.
- Assist with the development and documenting of University Standards
- Assist with the creation of contractor, procurement and building databases and requested reports from same
- Assist with general office duties

Essential skills required:

- Must possess the ability to communicate effectively both oral and written, with the administration, faculty, staff, alumni and University visitors.
- Must have the ability to work with limited supervision and display initiative when appropriate.
- Must possess basic analytical skills.
- Must possess organizational skills that enable managing a variety of tasks and the planning and completion of work activities with a pre-determined time frame.

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Assistant VP for Capital Outlay & Facilities

Office of the Executive Budget Director

Intern Title: Budget Intern

Status: Non-exempt

Job Summary:

The Budget Intern will provide a support role to the administrative team of the Budget Office. This is a professional assignment, designed to provide relevant work experience in performing administrative, research, and financial duties in an actual work setting. The work experience gained from the internship should be a complement to the education the student is receiving in the classroom.

The Budget Intern will have responsibility for providing direct assistance for the Budget Office. These responsibilities will include: assisting in the development of the FY08 University budget and the FY2008 and 2010 biennial budget for the University, specific research and financial report type projects, focus on data development and operations concerning the generation of reports, and maintenance of required University budget records, as well as administrative general office assistance. The performance of these duties and responsibilities will require a multi-task individual who can provide sound recommendations and problematic assessments, an understanding/acceptance of the need for confidentiality and a high level professionalism in the day-to-day operations of the office.

Duties and Responsibilities:

- Computer experience, knowledge and competence are required in using Microsoft WORD, EXCEL, and POWERPOINT.
- Computer experience, knowledge and competence in using Microsoft ACCESS is preferred.
- Conduct research, analysis and data collection.
- Perform specific research projects as assigned within a specified time frame.
- Maintain and provide excellent record keeping skills.
- Prepare correspondence, reports, and provide additional administrative support as needed.

Essential skills required:

- Must possess the ability to communicate effectively both oral and written, with the administration, faculty, staff, alumni and University visitors.
- Must have the ability to work with limited supervision and display initiative when appropriate.
- Must possess basic analytical skills.
- Must possess organizational skills that enable managing a variety of tasks and the planning and completion of work activities with a pre-determined time frame.

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Budget Director

Office of the Associate Vice President of Administration and Finance

Intern Title: Administrative and Office Specialist

Status: Non-exempt

Job Summary

Under the direction of the Office of the Associate Vice President for Administration & Finance, the Administrative and Office Specialist will provide administrative support and perform entry-level assignments designed to provide relevant work experience.

Duties and Responsibilities

- Provide administrative assistance and support within the Office of the Associate Vice President for Administration & Finance
- Conduct research and perform data collection
- Analyze and compile information and report results
- Prepare and update monthly reports and correspondences
- Process incoming and outgoing mail and documents
- Provide coverage of phones during work hours
- Under the direction of the Office of the Associate Vice President for Administration & Finance, respond to student, faculty and staff concerns and requests
- Complete assigned projects and work activities within a pre-determined timeframe
- Maintain filing and record keeping
- Collect, process, verify and report information provided for budget reports

Essential skills required

- Must possess the ability to communicate effectively, both oral and written
- Must possess the ability to carry out instructions accurately and timely
- Must demonstrate leadership skills with the ability to identify and solve problems
- Must have basic computer proficiencies in Microsoft Word, Excel, and Power Point, with the ability to learn new technologies
- Must possess the ability to multi-task in a fast paced environment
- Must possess the ability to work with limited supervision and display initiative when appropriate
- Must be capable of working as part of a team and independently

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Associate Vice President for Administration and Finance

Office of the Associate Vice President of Administration and Finance

Intern Title: ARMICS Intern

Status: Non-exempt

Job Summary

The internship will teach you the basic business skills that will prepare you for the future.

Duties and Responsibilities

- Performs all duties in accordance with Commonwealth of Virginia's Agency Risk Management and Internal Control Standards.
- Interviews Management regarding controls, risks and other concerns in the department.
- Identifies risks in the department.
- Identifies internal controls, and associated strengths/weaknesses in the department.
- Prepares testing (audit) programs to test controls.
- Tests the effectiveness of internal control activities in the department.
- Documents test results.
- Makes recommendations to management on assigned department.
- Performs follow-up with management to address established corrective action.
- Performs other duties as assigned by Associate VP of Admin and Finance.

Essential skills required

- Ability to carry out instructions quickly and accurately
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Associate Vice President of Administration and Finance

Office of the Associate Vice President of Administration and Finance

Intern Title: Administrative Support Services Intern

Status: Non-exempt

Job Summary

Administrative Services Interns are cross trained to assist in FAACS, Surplus, Central Receiving, Motor Pool and Postal Services with the top concentration being in the Fixed Asset Accounting Control System (FAACS).

Duties and Responsibilities

- **Data Entry Operator:** Maintain and update Controlled Equipment Log spreadsheet (EXCEL); Entered data will be obtained from the Purchase Order and attached Inventory sheet(s); Data entry - (The format will be per spreadsheet layout); Note each updated Purchase Order with date completed and initials (in red); Data processed daily will be saved to a Flash Drive and submitted for review; Organize and file completed Purchase Orders in numerical order; Maintain file in accordance to fiscal year(s)
- **Inventory Control Personnel:** Inventories are conducted to ensure accurate accountability of fixed assets, and the proper recording of assets maintained by a department or responsible person. The Guidelines are: The team goes to an area and records the findings; The findings are reconciled to FAACS records to ensure the physical existence of listed asset; Verification of assets in the respective maintained logs, systems and databases; Discrepancies are noted between recorded and actual inventories; Research all discrepancies; Resolutions are submitted to FAACS personnel; The FAACS records are updated to reflect noted changes; Prepare inventory for departmental review and approval.
- **Tagger:** Once an asset(s) has been received and recorded through Central Receiving Warehouse and its processed, a FAACS representatives reviews the purchase order to obtain information so that item(s) can be properly tagged based on processed data via Banner.

Essential skills required

- Ability to carry out instructions quickly and accurately
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Director of Administrative Support Services

Office of the Conference Services Director

Intern Title: Conference Services Intern

Status: Non-exempt

Job Summary

This position provides critical office support for Conference Services, performing customer support duties that help the offices to operate efficiently and achieve their goals. The position will be responsible for fielding customer inquiries (telephone, e-mail and in person), receiving and processing conference guest information, and coordinating with Residence Life, ICard and Parking, and Facilities to meet the needs of conference guests. Intern will listen with respect, use sound judgment and respond in a positive, courteous and timely manner to resident's needs.

Duties and Responsibilities

- Coordinate summer conference housing arrangements with the department of Residence Life and Housing;
- Obtain relevant information from client, including rooming list, check-in needs, etc; and arranges for rental of linen and other necessary services as assigned.
- Maintain accurate and complete record of all services, counts and expenses associated with conference services and events, to ensure accurate information for billing purposes.
- Prepare billing summaries at conclusion of all assigned programs.
- Develop and maintain program support resources for campus event planners including entertainment options, equipment rental companies, florist, etc.
- Makes necessary contracts with this resource as appropriate.
- Respond to client and campus inquiries and other duties as delegated by the Director of Conference Services.
- Various projects include assisting with annual report, and updating staff procedure manuals.
- During the non-summer period this positions is responsible for coordinating conference programs and serving as House manager for Anderson Turner Auditorium.
- This position requires working many weekends and also requires evening and early morning hours as well as some Holidays.

Essential skills required

- Ability to carry out instructions quickly and accurately
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Director of Conference Services

Office of the Associate Vice President of Administration and Finance

Intern Title: Grants and Contract Intern

Status: Non-exempt

Job Summary

This position provides critical office support for Grants and Contract Office coordinates and administers grant and contracts and subsequent awards in conjunction with a centralized sponsored program administration unit. Reviews and prepares related reports and coordinates their distribution. Monitors awarded projects and prepare budget projections, financial statements, reports and complex analyses according to state, university or sponsor requirements.

Duties and Responsibilities

- Working closely with Office of Sponsored Research to ensure University compliance
- Maintaining grant data base
- Maintaining grant files
- Reviewing and submitting budget loads and modifications
- Reviewing personnel action forms (A-21's) for grant funded positions
- Preparing correcting journal entries
- Assisting Principle Investigators with budget concerns and inquiries

Essential skills required

- Ability to carry out instructions quickly and accurately
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Manager, Grants and Contracts
- Assistant Controller

Office of the Associate Vice President of Administration and Finance

Intern Title: Procurement Intern

Status: Non-exempt

Job Summary

This internship is providing our students with a real world experience in the finance area. This particular job is ultimately preparing them for their future whether it is in any sector of the business realm.

Duties and Responsibilities

- Conduct market survey
- Tabulate bid results
- Develop electronic filing System
- Scan and file in Contract Management System
- Document contract deliverables

Essential skills required

- Ability to carry out instructions quickly and accurately
- Demonstrate leadership skills with the ability to identify and solve problems
- Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies
- Ability to multi-task in a fast paced environment
- Superior verbal and written communication skills
- Ability to work as part of a team and independently

Reporting Relationships:

- Director of Risk Management and Executive Reporting
- Senior Buyer, Procurement