

The State of Tennessee, Department of Treasury

2017 Student Internship Program

The Tennessee Treasury's Internship Program is a 10 week paid educational and experiential learning opportunity offering undergraduate and graduate students a chance to witness and participate in the operations of a state constitutional office while working closely with Treasury employees. The program is both professionally and academically beneficial, providing interns with hands-on, practical experience in a state government.

As part of the Tennessee Treasury's Internship Program, participants will:

1. Gain practical and professional experience in a governmental setting
2. Integrate classroom knowledge and theory to the workplace
3. Network with other interns and professionals
4. Evaluate Treasury and/or State Government as a potential employer post-graduation.
5. Paid internship located in downtown Nashville TN.
6. Work a regular schedule of Monday-Friday 8:00-4:30.

Eligibility Requirements:

- Enrolled in a degree seeking program in an accredited university
- (Undergraduate) in or entering Junior or Senior year
- Minimum of a 3.0 GPA
- Must provide own housing accommodations

Application Process:

- If interested, please submit your resume w/GPA to Treasury.Resumes@tn.gov and indicate "Summer Internship" in the email subject line as well as your Treasury Internship Program division of choice. Successful candidates will be contacted by phone to schedule an interview.

Tennessee Treasury Divisions participating in the 2017 Internship Program and majors considered are:

Accounting

Provide accounting support and financial reporting for various programs, investment portfolios and funds administered by the Treasury. In addition, provides banking operations, financial controls and bank reconciliations in controlling the cash transactions of the State. Requirement: **Accounting majors**, strong interest in governmental accounting and CPA certification post-graduation.

Communications

Responsible for all press, public relations, publications, and communications on behalf of the Treasury Department and all of its programs. The intern will support the work of the division by maintaining professionalism on all major communications and developing new ways to communicate internally and externally. Requirement: **Communications, Journalism, English, Others considered.**

Human Resources

Responsible for administering the recruitment and retention activities of staff services including employee benefits, performance management and employee relations activities. Requirement: **Business or HR majors**, strong interest in state government or public service.

Financial Compliance

Responsible for developing and administering Treasury's risk-based investment compliance program. The compliance intern will assist in analyzing various investment risk and control function and drafting investment guidelines and procedures. Requirement: **Major in Finance, Accounting or Law**

Legal

Acts as in house counsel for the Treasury Department. Provides day to day general legal direction regarding administrative, operational and other legal issues. Intern will assist in drafting agreed settlement orders for state employees' workers compensation claims. In addition will assist the Clerk for the Claims Commission in the daily duties of that office and provide general legal research as directed by Treasury legal staff. Requirement: **Currently pursuing Law degree**, interest in state government or public service

Treasurer's Capitol Office

Duties will include front office administration, correspondence, employee events, preparation and staffing of Treasurer speaking engagements etc. Will have interface with state legislators, executive branch agencies and other constitutional offices therefore must be able to interact effectively with individuals at all educational and professional levels. Must be efficient with Microsoft Office and have strong writing abilities. Requirement: **All majors considered**, strong interest in government or public service.

TN Consolidated Retirement System

Supports activities related to member retirement benefits. Responsibilities include determining member eligibility for benefits, calculating monthly benefit amounts, reviewing and adjusting retiree benefits, researching and responding to member inquiries and advise members of retirement provisions. Requirement: **All majors considered**, math aptitude and detail orientation. Strong interest in government or public service.