



Treasurer's Capitol Office Spring Intern

Tennessee Department of Treasury

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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$60 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

This is a full-time, temporary internship working 37.5 hours/week. The expected start date is January 7, 2019 and will last until May 31, 2019.

Key Responsibilities:

- Provides front office administration, correspondence, employee events, preparation and staffing of Treasurer speaking engagements.
- Will 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.

Qualifications:

- Graduation from or in the process of graduating from an accredited four-year college or university.
- All majors considered, strong interest in government or public service.
- Must be efficient with Microsoft Office and have strong writing abilities.

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