

**Organization Name:** Ohio Auditor of State

OHIO PERFORMANCE TEAM INTERNSHIP

**Job Title:** Performance Intern

**Work Schedule:** Flexible

**Hours per Week:** 20 – 40

**Wage/Salary:** \$14.00/hour

**Employment Start Date:** Flexible

**Employment End Date:** Flexible

**Supervisor:**

**Job Description:** Are you looking for a meaningful opportunity or career to help improve the lives of average Ohioans through improved government services? The Ohio Performance Team (OPT) helps state and local government organizations improve service delivery and reduce costs for operations through performance audits. You can be an integral part of our team and help client governments identify and implement best practices in a range of service areas. We serve students and parents in districts across Ohio; state agency customers across Ohio government; university students; and citizens in townships, villages, cities and counties,

The Auditor of State's Internship Program is a paid position, open to high-performing undergraduate and graduate students from Ohio universities. The OPT work atmosphere fosters a collaborative environment allowing for leadership and learning opportunities. Interns will contribute to active audit teams, assisting in analyzing data, identifying best practices, and developing practical solutions. Interns will learn performance auditing techniques, fundamental management principles, and gain insight into government operations. Work will take place primarily in the Auditor of State's office, but may include field work and site visits. (OPT is primarily headquartered in the downtown Columbus office, but other locations may be available.) Candidates should be self-motivated and have a desire to play a leading role in the transformation of government.

**Qualifications:**

Strong analytical and problem-solving skills

Ability to research and synthesize data

Communication skills necessary to succeed in a collaborative team atmosphere

Ability to succeed in a project-based environment with deadlines

**TO APPLY:**

Submit the following via e-mail:

1. cover letter
2. resume
3. one writing sample (not to exceed 15 pages, type written, and double spaced)
4. two letters of reference

**DUTIES:** Under the general supervision, perform routine assignments, including research, data collection and analysis, and presenting conclusions in writing, as designated by team leader

**MINIMUM QUALIFICATIONS:** Must attend an accredited College or University and be enrolled in an undergraduate or graduate program. Students pursuing a degree in business or political science, or a MBA or MPA are preferred. Applicant must have a valid Ohio driver's license, must be a U.S. citizen or Permanent Resident, and will undergo a pre-employment background check.

**The Auditor of State is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, sex (including sexual harassment), national origin, age (40 years or more), ancestry, disability, military status, genetics or veteran status (Vietnam, Desert Storm/Shield, or Disabled).**

Submit to:  
Courtney Wegman, CNWegman@ohioauditor.gov  
Ohio Auditor of State  
Attn: Courtney Wegman  
88 E. Broad Street  
5<sup>th</sup> Floor  
Columbus, Ohio 43215