



**Summer Internship Program**  
**May 26, 2020 - August 7, 2020**  
**Job Description**

**Department Name:** Planning, Budget & Strategic Support  
**Intern's Supervisor:** Sarah Richter  
**Timesheet Approver:** Jason Januszewski  
**Assignment Location/Campus:** District Office, 700 Carnegie Ave., Cleveland, OH  
**Job Category (Select up to 2):** Accounting/Finance Business  
**Number of Openings:** 1 **Work Schedule/Hours:** 10 Hours a Week/Flexible Between 8:30 a.m. - 5:00 p.m.  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

**Department Description:** (e.g. mission statement, department responsibilities)

The Office of Planning, Budget, & Strategic Support coordinates and manages the College's fiscal year operating budget. The department acts as support for individual Budget Unit Leaders in the budget development and maintenance. Support includes group and individual training and fielding questions regarding best practices and budgetary compliance. The department is also instrumental in the development of the College's long-range financial plan and plays a vital role in ensuring the College's future financial stability.

**Job Responsibilities:** (e.g. functions and/or projects)

- Assist the department with various analyses and special projects using Excel
- Assist the department with completion of the annual Budget Book and submission to the (Government Finance Officers Association) GFOA
- Assist with rolling forward departmental documents and resources in preparation for the upcoming fiscal year (fiscal year is July 1st - June 30th)
- Complete other special projects as requested by department staff

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Declared major in Accounting, Finance, Business, or similar track
- Completed coursework in basic math
- Familiarity with Microsoft Office, particularly Excel

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Satisfactory completion of 15+ credit hours in accounting