

Office of the Illinois State Treasurer
Position Description

Position Title: Operations Intern
Division: Operations
Domicile: Chicago

Position Summary:

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, communications, information technology, policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

Supervision:

Chicago Office Manager

Supervisory Responsibilities:

N/A

Duties and Responsibilities:

- Reviews, researches, and edits various memoranda and white papers regarding programmatic changes and initiatives
- Develop effective operating systems to assure coordination of special projects and long-term assignments that are difficult, highly important, and diversified in scope
- Assist with daily office activities as assigned
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above
- Data entry, filing, spreadsheet management
- Updating travel records
- Assist with covering reception area
- Reorganizing office supplies

Specific Skills:

- Reliable and detailed oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Work well with others in a team environment
- Ability to multi-task and focus a time-sensitive environment
- Exceptional written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

Operations Intern Learning Objectives

Upon completion of this internship, you will have learned:

- Best practices in research and drafting memoranda and white papers
- The basic office operations practices in a working environment
- Daily functions of a constitutional office.