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State Treasurer

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## OFFICE OF THE STATE TREASURER 2017 INTERNSHIP PROGRAM

### INTRODUCTION

The mission of the Office of the State Treasurer (OST) is to provide the State of Delaware with superior transaction, cash and plan management services while ensuring sound fiscal stewardship over the States' financial assets, systems and processes. The Internship Program at OST offers professional, hands-on experience and personal development opportunities to undergraduate and graduate students. Successful applicants will be involved in a variety of assignments in support of OST's mission.

### AREAS OF INTEREST

There are six tracks available, summaries of which are set out in Exhibit A attached hereto.

### LOCATIONS

There are opportunities available in OST's Wilmington and Dover offices.

### TIMEFRAMES

Internships are based on three-month engagements as follows:

Spring: February to May; Summer: May to August; Fall: September to December; Winter: December and January

### SCHEDULE / HOURS

Offices hours are 8:00 A.M. to 5:00 P.M., Monday to Friday. Interns are expected to work a minimum of ten hours per week. OST is committed to work with students to establish a flexible schedule that allows them to meet other demands.

### COMPENSATION

Internships at OST are unpaid. Interns are encouraged to obtain financial assistance through work-study, grants or other sources. Academic credits from some universities may be available.

### APPLICATION PROCESS

If you are interested in applying, please email us at [Treasury\\_Internships@state.de.us](mailto:Treasury_Internships@state.de.us). Required documents are:

- Cover Letter describing (i) related professional experience, professional objectives and interests, (ii) appropriate time frame of the internship, your days and hours of availability, (iii) office (Dover or Wilmington) in which you prefer to work and (iv) your areas of interest.
- Resume or C.V. which includes a list of related Continuing Education Units (CEU) and academic courses
- Transcript(s) (Photocopies may be sent)
- Names and contact information of 3 references
- Writing Sample (3-6 pages) (May be from an academic assignment)
- Reporting or supervisory requirements required by college for internship and contact person from academic program (if applicable)

**EXHIBIT A  
INTERNSHIP TRACKS**

TRACK	DESCRIPTION
<p><b>CONSTITUENT RELATIONS</b></p> <p>COREL</p>	<p>Interns in these positions work closely with the State Treasurer, Deputy State Treasurer and Director of Communications to identify constituency groups and build and maintain such relationships. Applicants must be particularly empathetic and interested in learning about the wide variety of expectations that different constituencies have for the Office of the State Treasurer and State government in Delaware.</p>
<p><b>COMMUNICATIONS</b></p> <p>COMM</p>	<p>Interns in these positions work closely with the State Treasurer, Deputy State Treasurer and the Director of Communications developing and implementing communication plans to be deployed thru multiple communication channels. Applicants must be particularly interested in audience management, writing, media, social media, graphical design, video production, and/or photography.</p>
<p><b>LEGISLATIVE</b></p> <p>LEGIS</p>	<p>Interns in these positions work closely with the State Treasurer, Deputy State Treasurer and Policy Analysts to monitor and analyze the activities and new policies proposed or established by local, state and federal governments. Applicants must be particularly interested in keeping abreast of what is happening in government to communicate findings and provide summaries of proposed or passed legislation.</p>
<p><b>RESEARCH</b></p> <p>RESCH</p>	<p>Interns in these positions work closely with the State Treasurer, Deputy State Treasurer and Policy Analysts to support the analysis of major policy issues and events. Applicants must be particularly interested in reviewing research literature and analyzing data to summarize and present findings on various topics. Experience performing econometric and computational research is desirable but not required.</p>
<p><b>LEGAL</b></p> <p>LEGAL</p>	<p>Interns in these positions work closely with the State Treasurer, Deputy State Treasurer and Deputy Attorney General supporting the closing of business transactions, providing advice to capitalize on opportunities and assisting the optimization of risk(s). Applicants must be particularly interested in reviewing legal documents, participating in negotiations, reviewing operational compliance and evaluating risks.</p>
<p><b>TECHNOLOGY</b></p> <p>TECH</p>	<p>Interns in these positions work closely with the State Treasurer, Deputy State Treasurer and Information Systems Support Specialist to improve the workflow of the office. Applicants must be particularly interested in government operations and the evaluation of software solutions that support organizational development.</p>