

City of San José
INTERNSHIP POSITION DESCRIPTION

DEPARTMENT:	Office of the City Auditor
TERM OF ASSIGNMENT:	TBD
HOURS PER WEEK:	Varies (generally 20-40 hours per week)
COMPENSATION:	Volunteer positions only at this time
CONTACT INFORMATION:	Brad Handshy
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ABOUT THE DEPARTMENT

The mission of the Office of the City Auditor is to independently assess and report on City operations and services. To fulfill this mission, we conduct audit assignments that identify ways to increase the economy, efficiency, effectiveness, and accountability of City government, and provide independent, reliable, accurate, and timely information to the City Council, the general public, and other stakeholders.

WHY INTERN WITH US?

As an intern, you will gain exposure to the breadth of local government work while helping the City Auditor in achieving its critically important mission. If you have a desire to make an impact in our City, and see the results of your work, have a natural curiosity, and have strong analytical and communication skills, you are the type of candidate we are interested in hiring.

PROJECT DESCRIPTION & OUTCOMES

The Office of the City Auditor offers internship and special project opportunities to undergraduate and graduate students. Interns work with higher-level auditors and assist them by conducting specific audit tests and providing support for complex audit procedures. Interns may be involved in several small projects or one large assignment over the course of an internship. Interns could engage in performance audits, or special audits/investigations:

Performance Audits

Performance audits vary dramatically in both size and scope and may include determining whether a program is operating in the most economical and efficient manner possible; assessing whether the program is meeting its stated goals and objectives; and testing for compliance with laws and regulations.

Special Audits and Investigations

Special Audits and Investigations are limited in scope. These audits are intended to determine the accuracy of information provided to the City Council, the costs and consequences of recommendations made to the Council and other information concerning the performance of City departments, offices or agencies as requested by the City Council.

Interns may also provide independent data collection and analysis.

EDUCATION

Current enrollment in an accredited college or university in an undergraduate or graduate program is required. Applicants should demonstrate aptitude in analytical and administrative work.