

EMPLOYMENT BULLETIN

TEACHER SUMMER INTERNSHIP
CHIEF EXECUTIVE OFFICER – AUDIT SERVICES
USAA EDUCATORS IN THE WORKPLACE 2012 PROGRAM

****INTERNAL ONLY****

(Open to only NEISD Middle and High School Teachers)

PROGRAM PURPOSE:

Provide teachers exposure to a business environment and first-hand experience of workplace skills and expectations to take back to students in their classroom. Strong candidates for this program will be teachers who are committed to teaching and improving their workplace knowledge for future classroom instruction.

MINIMUM QUALIFICATIONS:

- Microsoft Office Skills (Excel, PowerPoint, Word, Outlook)
- Organizational Skills – Ability to adjust to multiple demands and shifting priorities in a positive, efficient and constructive manner
- Communication Skills – Strong verbal and written communication skills
- Analytical Thinking – Ability to formulate opinion

MAJOR PERFORMANCE RESPONSIBILITIES:

- Performs basic audit assignments to support the completion of assurance and advisory projects of operational business areas
- Assists with special audit reviews, monitoring activities, and completion of work for external auditors and/or regulators. Works with the auditor-in-charge to ensure compliance with corporate and industry audit standards
- Update process documentation, excel spreadsheets, and desktop procedures for improved internal controls (procedures/instructional writing skills, use of process mapping tool, Microsoft Excel skills)

TERMS OF EMPLOYMENT:

Work Schedule: June 11, 2012 through July 20, 2012
Days: Monday – Friday
Hours: 8:00 a.m. – 5:00 p.m.
Location: 9800 Fredericksburg Road
Dress Code: Casual dress
Rate of Pay: \$23.00/hour

Interested persons should submit a Candidate Contact Form (<http://www.neisd.net/HR/Applicants/documents/Candidatecontactform.pdf>) and a résumé via email to employment@neisd.net. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remains Open Until **March 6, 2012**
AN EQUAL OPPORTUNITY EMPLOYER