

INTERNSHIP POSTING

The New Orleans Office of Inspector General (OIG) is seeking a group of Interns to join our team for a 3-month paid program. Interns will gain professional analytical, technical, and administrative knowledge in one or more areas of municipal government administration and related work as required.

Duties may include the following:

- Preparation of administrative and public information reports and manuals including monthly reports, training manuals, procedural manuals, pamphlets, flow charts, and organizational charts.
- Provide OIG Divisions assistance with general administrative support as requested.
- Conduct bulk data research for OIG Divisions.
- Maintaining an organized filing system within the various OIG Divisions as requested.
- Process various types of paperwork as requested by the immediate supervisor.
- Respond to emails in a timely manner.
- Answer phone calls and transfer calls to the appropriate individual(s), if necessary.
- Act in a courteous and professional manner to all OIG employees and external individuals.
- Other duties as assigned.

Qualifications:

- Currently pursuing a Bachelor's degree (or higher) in accounting, finance, business administration, public administration, criminal justice, social science, or a closely related field from an accredited college or university
- Provide an official transcript from an accredited college or university
- Thorough knowledge of the English language and ability to write, speak, and clearly communicate.
- Ability to work independently.
- Ability to maintain effective working relationships with employees, public officials, industry representatives, the general public, and representatives of the press.
- Ability to obtain information through research.
- Ability to plan, organize, and coordinate the work performing varied clerical operations, and to develop and initiate policies and procedures.

Details:

- Work Schedule & Hours: Interns are guaranteed a minimum of 20 hours per week.
- Compensation: \$17.09 per hour
- Location: New Orleans, LA

Application Process: Candidates must apply by sending the following to careers@nolaoig.gov:

1. Cover letter;
2. CV or resume;
3. Copy of official transcript from an accredited college or university (Please note, an official transcript will be required upon start of program).

All applications must be received on or before Friday, April 29, 2022.

Contact: Please direct questions to Ana Reyna at areyna@nolaoig.gov or (504) 681-3206. Note that candidates must apply through the email identified above.