



Please Post at Business School and Career Services Offices

Summer Internship Employment Opportunity

POSITION: AUDIT INTERN

LOCATION: Department of Internal Audit, Virginia Beach City Public Schools

SALARY: \$20.00/hr.

Description: There are up to four temporary full-time positions available from approximately early June 2024 – mid-August 2024. Interns will assist in conducting School Activity Fund Audits and other audits as necessary. Candidates selected are required to provide own transportation for in-city travel; mileage reimbursement provided. Applicants applying for this temporary position should be rising college juniors, seniors, or graduate students majoring in business, preferably accounting.

Education Requirement: Mandatory 2.0 GPA and cumulative 2.5 GPA in major. Successful candidates must demonstrate effective oral and written communication skills. Your work history and educational experiences should reflect evidence of such skills. Computer skills required, specifically Microsoft Office Excel and Word. A demonstration of computer and communication skills will be required at the time of interview.

How to apply: All interested candidates **MUST** apply on the Virginia Beach City Public Schools website by visiting <http://www.vbschools.com> to complete and submit an Employment Application. **Please note**, in order for your application to be reviewed, the following three documents **MUST** be attached to the application at the time of submission: **(1) unofficial transcript, (2) resume, and (3) cover letter**. All applicants **must include three (3) references who are not related to you**. Email address, phone number, reference title, and position held will need to be entered in the reference field. One of the references must be a current or a recent supervisor. For college students, this can include your advisor or a professor.

Application Requirement: You must first create an account with a username and password and valid email address before you can submit an application. Once your account is created, complete the **Classified Application** and **view/apply** for the Audit Intern position. You may return to your online application to make updates, add additional attachments, or view your online application.

Applications will be reviewed, and interviews will be conducted on an ongoing basis beginning in December until all positions are filled.

If you should have any questions, contact Amy Babines with the Department of Internal Audit by email Amy.Babines@vbschools.com or telephone **(757) 263-1140**.