



NORTH CAROLINA

OFFICE OF THE TREASURER

JANET COWELL, TREASURER

Dear Students,

We are very pleased to announce a Summer Internship Program in the North Carolina Department of State Treasurer. We are seeking talented, ambitious, energetic young professionals who are eager to learn about state government and carry a skill-set that will contribute to providing quality service to department operations. This internship will provide knowledge and exposure for those who have an interest in a career in state government.

In addition to internship opportunities in the Office of the State Treasurer, the Department encompasses six Divisions:

- Financial Operations Division
- Information Technology Division
- Investment Management Division
- Retirement Services Division
- State and Local Government Finance Division
- Unclaimed Property Division

Interns will be assigned to the Office of the State Treasurer or one of the Divisions based on background and areas of interest; however, interns may work with other Divisions to gain additional experience. Intern roles and responsibilities will be customized to the needs of each Division.

This year's program will include events such as a two-day intern summit, brown-bag lunches with outside speakers, and other networking activities.

We are currently accepting applications for the Summer Internship Program, which will run from May 17 to August 15, 2010. Interns will be expected to work a minimum of 30 hours a week and all internships will be unpaid. The deadline for applications is April 1.

Please send resumes and cover letters to Ron Ottavio, Chief of Staff, at ron.ottavio@nctreasurer.com. If you have questions, please do not hesitate to contact Casey High, Special Assistant, at 919-807-4997.

A handwritten signature in cursive script that reads "Ron Ottavio".

Ron Ottavio
Chief of Staff



Office of State Treasurer Student Internship Information and Application

Department Overview

The Department of State Treasurer serves the people of North Carolina through a variety of functions related to the financial health of the state and its citizenry.

The State Treasurer serves as the state's banker and chief investment officer and is responsible for more than \$67 billion in assets. Additionally, the Department administers the retirement systems for more than 820,000 North Carolinians as well the 401K and 457 plans for public employees.

The Office of State Treasurer helps coordinate and manage five department divisions while also leading efforts to:

- Actively manage and oversee the State's \$67 billion pension fund
- Influence pertinent policy debates related to state banking, finance and financial management
- Work with the General Assembly on legislative issues of importance
- Communicate to retirees, public employees and North Carolinians on the health of the pension system and office initiatives
- Respond to constituent requests related to the Retirement System and other issues
- Educate North Carolinians on the importance of a sound and prosperous North Carolina

Internship Duties and Overview

- **Office of the State Treasurer** - Interns will have the opportunity to work alongside and interact with senior staff within the Office of State Treasurer. Duties include assisting office staff in the following areas: Office and Administration; Constituent Services; Communications; and Legislative Outreach.
- **Financial Operations Division** – serves as the State's Banker for various State departments, universities, community colleges, local school systems, boards, and commissions. This involves managing funds belonging to the General Fund, the Highway Fund, and various pension and trust funds. This banker role includes performing cash management functions relating to the receipt of funds deposited through official depository financial institutions, and the disbursement of funds either electronically or by the processing of State checks presented through the Federal Reserve System.
- **Information Technology Division** – provides technology support to all Divisions and works with the State Information Technology system to ensure security compliance and information flow.
- **Investment Management Division** - serves as the investment arm for the Department of State Treasurer. Its functions can be categorized into two major areas of responsibility: 1) Management of the combined assets of the North Carolina Retirement Systems. This is referred to as the Trust Funds Investment Program. 2) Management of the assets of the Cash Management Program.
- **Retirement Services Division** – administers the statutory retirement and benefit plans, as authorized by the General Assembly of North Carolina, which cover employees in the state. There are approximately 820,000 members covered by the NC Retirement Systems, and more than 1,200 public sector employers. That means one in eight working North Carolinians is a member of the NC Retirement Systems.
- **State and Local Government Division** - provides the State Treasurer and the Local Government Commission, which is chaired by the State Treasurer, with assistance in fulfilling their statutory obligations with regard to State and local government finance. It is divided into three sections: Debt Management Section, Fiscal Management Section, and the Capital Facilities Finance Section.
- **Unclaimed Property Division** - Unclaimed property consists of bank accounts, wages, utility deposits, insurance policy proceeds, stocks, bonds, and contents of safe deposit boxes that typically have been abandoned for one to five years. Funds become unclaimed because the company loses track of the consumer, due to an incorrect address or other missing information. By law, these funds are escheated, or turned over, to the Department of State Treasurer for safekeeping.

Schedule:

Summer Internships begin Monday, May 17 and end Friday, August 15

Selected interns will be asked to commit at least 30 hours a week. Number of interns selected will depend on need and work space available.

Dress Code:

Business or business casual dress is required.

How to Apply

The summer internship program is for college undergraduates and graduates and are unpaid. Applicants must have completed four semesters of college to be eligible.

All applications for the 2010 Summer Semester internship program are due **Friday, April 2, 2010**.

Please complete the application materials below. Each application **must** include all five parts: 1. Personal and Academic Information; 2. Internship Preference; 3. Short Essay; 4. Resume; and 5. Transcript (unofficial transcript is acceptable). Incomplete applications will not be accepted.

Interviews will be conducted during April with internship offers being made toward the end of the month.

Contact Casey High at casey.high@nctreasurer.com if you have any questions.

Internship Application

1. Personal and Academic Information

Personal Information	
Full Name:	
Date of Birth:	Place of Birth:
Email Address:	
School Address:	
School Phone:	Cell Phone:
Permanent Address:	
Permanent Phone:	
Name of Parent/Guardian:	
Education	
College (Name & Location):	
Major:	Minor:
Date of Matriculation:	Date of Graduation:
GPA (Major):	GPA (overall):

2. Internship Preference: Please choose your preferences from 1 to 4 with 1 being most preferred.

- Office of the State Treasurer
- Information Technology
- Financial Operations
- Investment Management
- Retirement Services
- State and Local Government
- Unclaimed Property

2A. When are you available? _____

3. **Short Essays - Answer the two questions below in 250 words or less:**
 - a.) What interests you most about the prospect of interning for the Office of State Treasurer?
 - b.) What relevant work experience do you expect to gain from an internship at the Dept. of State Treasurer and how might you use such an experience in future career and academic decisions?
- 4.) **Resume** – Attach an updated resume to the application or insert into the body of the application.
- 5.) **Transcript** – Unofficial transcript is acceptable; feel free to copy and paste an unofficial transcript into a word document and attach to application.