

SAMPLE JOB ANNOUNCEMENT FOR LBJ SCHOOL OF PUBLIC AFFAIRS

EMPLOYER NAME

Position: Summer Intern - Government Services Practice
Location: Washington, D.C.
Pay: \$12-\$15/hr. based on education and experience

COMPANY DESCRIPTION:

EMPLOYER is a leading provider of cutting edge advisory services to the federal government. Due to the continued growth of our federal government practice, we are seeking qualified, bright career-oriented professionals who want to maximize their career potential in a stimulating environment, by joining our Washington, DC team as a summer intern.

DESCRIPTION OF POSITION:

Working within our social services group, opportunity exists to provide leading edge advisory services to a wide variety of federal agencies and programs. Such services include federal privatization (including the privatization of social security and other federal programs), public-private partnerships, developing and assisting in shaping and implementing new programs, providing transaction support for federal credit and securitization programs, federal budget analysis, and other federal initiatives.

POSITION REQUIREMENTS:

- Must be detail oriented and possess strong analytical and research skills
- Proficiency with Excel, Word and PowerPoint
- Strong written and oral communication skills
- Must be willing to travel on short notice to meet client needs

BENEFICIAL SKILLS INCLUDE:

- Public speaking
- Working knowledge of databases (i.e., Access)
- Strong financial cash flow spreadsheet modeling
- Prior Government Industry experience
- Knowledge of federal and local programs
- Knowledge of public sector budget and accounting concepts

TO APPLY:

Qualified intern candidates should forward their cover letter and resume to the Internship Coordinator at (contact information). Only those students that we plan to interview will be contacted.

APPLICATION DEADLINE:

February 15, 2004

CITIZENSHIP REQUIREMENTS:

International students who have legal permission to work in the United States may apply.