



**DASNY**

**We Finance, Design,  
and Build Infrastructure**

**Position Title:** Student Intern – Internal Audit  
**Internship Duration:** 10 – 14 weeks (May – August 2019)  
**Hiring Rate:** \$15/Hour  
**Location:** Albany

## Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

## Applicant Instructions

Please specify the exact title and location of the position that you are applying for. All candidates must submit a resume demonstrating evidence of meeting the qualifications as specified in the job notice. Please include all relevant employment history, including the name of each employer, dates of employment and titles held.

For additional information, please see attached position description.

Qualified candidates should apply directly through the following link:

<https://dasny.clearcompany.com/careers/jobs/fc58f8c2-6d69-f243-ff6d-31fa79f69ad5/apply?source=968745-CS-21751>

We encourage all applicants to submit electronically.

DASNY is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.

# Position Description

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## Nature and Scope

DASNY provides financing and construction services to public and private universities, not-for-profit healthcare facilities and other institutions that serve the public good. DASNY is divided into five major divisions: Construction Services, Counsel, Executive Direction, Finance & Information Services, and Public Finance and Portfolio Monitoring. The Internal Audit group provides independent and objective audit of DASNY's operations and makes recommendations that promote ethics, effectiveness and values.

## Primary Purpose

Under the supervision of an Internal Auditor, serve in a temporary capacity as a DASNY student intern performing a variety of internal auditing duties. Student interns may also participate in educational opportunities designed to inform interns on DASNY business operations and other important business topics.

## Essential Functions

- Work on internal audits in construction project management and internal processes.
- Set up and assist in performing test work.
- Attend entrance and exit audit meetings.
- Assist in documenting discussions during interviews and audit walkthroughs.
- Help to identify risks and controls.
- Assist with basic research and writing under the direction of an Internal Auditor.
- May perform other administrative tasks associated with internal audits.
- May contribute to the preparation of audit documents under the supervision of an Internal Auditor.
- Undertake special assignments as directed.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet.)
- Student interns are subject to and must comply with applicable laws, policies, procedures and expectations for DASNY employees.

## Minimum Qualifications

Must be a full-time, matriculated undergraduate (sophomore level or above) or graduate college student working toward a degree in Public Administration, Business Administration, Accounting, or a related field.

## Essential Skills

- Excellent oral and written communications skills.
- Demonstrated organizational skills and ability to prioritize.
- Proficiency in PC applications such as Outlook, Excel, Access, Word and PowerPoint.