

To agencies wishing to utilize interns

Our interns come to us from many different colleges. Their backgrounds include accounting, finance, human resources, information systems, internal auditing and marketing.

Some of the projects these interns have done include:

- Grant allocations and accounting issues
- Rewrite personnel manual
- Accounting Department projects include Cash flow, spreadsheets and budgeting
- Budgeting projects including budgeting for grants
- Put together a human resources policy manual
- Update financial statements, ratio analysis, spreadsheets
- Work with monthly financial statements and payroll
- Reconcile bank statements
- Help agencies get ready for audits
- Computerized process of client intake
- Updated information on seniors program and implemented the program in additional buildings
- Internal auditing projects

This is not a complete list of projects for you to choose from. If you have other ideas of projects you want done but lack the resources to make happen, this would be the perfect opportunity for you.

We have found that the interns want to make the most of their placements. They want to learn as much as possible and are willing to work hard. Many of them are working for college credit and will put in 10-20 hours per week. It is necessary that you have some type of project in mind relating to their major for them to complete. Their academic supervisors will need to sign off on the internship and will not approve projects that are mostly clerical.

Some of the agencies have been so impressed with the high level of work that they have become repeat customers. Their comments include:

- "... a very good work ethic and works hard the whole time he is there... Would be happy to give him references."
- "He is prompt, very dedicated, wants to learn, fast learner, needs very little follow-up, asks good questions. Win-win situation."
- "He is excellent. They love him. He is congenial and friendly and fits in well."
- "He is great, very professional, very dependable."
- "She is great. Easy to work with. Quick learner."
- "...would offer her a job tomorrow if there was one to offer."

To apply for an intern, please contact us with your needs at nfprc@uwbec.org