



CAREER OPPORTUNITY

GSFIC

Internship (Construction Services)

OUR MISSION... *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information
Job Type: Internship (15 – 20 hours per week)
Number of Vacancies: 2
Hiring Salary: \$10.00 per hour
Unit: Project Management/ Design Review
Opens: August 20, 2014
Closes: August 30, 2014 (Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact 404-463-5664 or e-mail

hr-email@spo.ga.gov

GSFIC will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

[Internship \(Construction Services\)](#)



Website: www.gsfic.ga.gov

Position Overview

Duties:

Under broad supervision, the intern shall assist in the Construction Division. Interns may be engaged in both operational and administrative support functions within a variety of areas critical to our business that will include, but not be limited to; engineering, assisting project management, and/or administrative tasks.

Minimum Qualifications:

Must have completed junior year course work in one of the following disciplines and be in good standing to enter senior level or perusing a graduate degree in Engineering, Architecture, Building Construction, or Construction Management from an accredited university. Must have valid driver's license. Candidates should be proficient in the use of Microsoft Office, available to work at a minimum 15 hours per week, and maximum of 20 hours per week.

Competencies: Candidates should be able to demonstrate knowledge (gained through course work, extracurricular projects, or actual job experience) of a variety of areas of construction management; strong written, verbal and customer service skills; the ability to collect and organize information; the ability to plan and prioritize work; the ability to read/understand blueprints, reports and specifications; High degree of computer skills; the ability to initiate, compose and accurately type correspondence and administrative documents. Candidates must be a team player with initiative and flexibility.

Interns are employees of the Commission and are subject to terms and conditions of employment.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GSFIC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.



GSFIC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.