

DATE: September 11, 2003

SUBJECT: Business Internship Opportunity

TO: To Whom It May Concern

FROM: Tom Schumacher
PENNDOT
Center for Performance Excellence
Audits and Analysis Section

The Center for Performance Excellence is interested in hiring a full time business student who has completed at least two years in a 4-5 year degree program. Although we would prefer a Business Management student, we will consider other fields of education. The minimum part time hours requested per week is 15.

This position will focus on descriptive statistical work, investigative, problem-solving desk-auditing tasks and newsletter/brochure development. In this role, a student will be engrossed in numerical data with two of the three key job components. However, the work will not solely center on number crunching. Instead, the student will engage in communicating, monitoring, coordinating, researching, investigating, problem solving and analyzing a variety of data and processes. There will also be ample opportunity to be creative. The intern will work independently and in conjunction with others.

In order to achieve success, the student must be comfortable performing a fair amount of computer work. Word, Excel, Power Point and Publisher will be used. Prior Word and Excel experience are required. Familiarity or willingness to learn Power Point and Publisher are requested.

The student will play key roles to ensuring that processes and projects run smoothly. To do so will involve a great deal of communications, both verbally and in writing. Verbal communications will include face-to-face and telephone contact within and outside of the Agency. Writing will include reports, briefings, formal letters, memos and email.

A student will earn \$10.31 an hour. Parking is not provided. The working location is the Keystone Building, 400 North Street, Harrisburg (downtown one block from the Capitol). We are looking for a college student to start work this September 2003. It's possibly that the same intern if interested could continue to work until June 2004.

Any full time student who is willing to commit a minimum of 15 hours a week and is ready to be challenged in a variety of ways, please fax your resume to Tom Schumacher at 705-1558. Resumes not used for this position will be forwarded to PENNDOT's Bureau of Human Resources for possible future intern opportunities.

It is not required by PENNDOT that the student be applying as an internship through the college.

Any questions contact Tom Schumacher at 783-9672. My e-mail is thschumach@state.pa.us



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*Pennsylvania Department of Transportation
P. O. Box 3057, Harrisburg, PA 17105-3057*