Agency Overview
The Office of Planning and Budget (OPB) was created to serve the Office of the Governor as a budget and planning unit through the Executive Reorganization Act of 1972. OPB provides valuable, accurate, and timely information to the Governor and other decision-makers as part of a continuing effort to improve the operation of state government.

Position Overview
The Administration Division of OPB focuses on administrative oversight over the Governor’s Office and 11 attached agencies. During the fall efforts are focused on budget development delving into agency operations, trends, and analysis to review Agency Budget submissions for recommendations to the Governor for the upcoming legislative session.

The intern will assist in efforts to draft policy and procedures, review grant reports, gather agency budgetary submissions, enter agency budget requests, perform analysis of expenditures, review trend analysis on various populations and caseloads; compile state-by-state surveys on various topics for presentation and review.

Learning Objectives
Gain insight into the operations of state agencies and the state of Georgia budget process. Gain experience working as part of a team and the ability to work independently.

Interest Areas
Accounting, Budget, Grants Management, Human Resources

Qualifications
Required Qualifications:
• Currently enrolled senior with a 3.0 GPA or higher
• Georgia resident or attending a Georgia college, university, or law school
• Working level skill in the use of MS Office applications
• Good research and analytical skills.

Preferred Qualifications:
• Advanced level skill in the use of Excel
• Excellent business writing, organization and computer skills
• High level of skill in research and analysis with the ability to form conclusions and recommendations based on analysis

Details
• Dates Friday, August 9, 2013 through Friday, December 13, 2013
• Location 270 Washington St., Atlanta, Georgia
• Hours 24 to 40 hours/week
• Stipend $7.25/hour for Undergraduate Students

Application
Please email your resume and most recent transcript to applicant@opb.state.ga.us.
Please include “Governor’s Intern Program Application - OPB” in the subject line

Application Deadline: Friday, June 28, 2013

If you have any questions, please contact Rosa Spencer at applicant@opb.state.ga.us or (404) 657-7317 OR Brandi Brumlow at bbrumlow@georgia.gov or (404) 651-7714.

For additional information, please visit: intern.gov.georgia.gov

An Equal Opportunity Employer
The Office of Planning and Budget does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or services.

TDD service is also available @ (404) 657-9993 or call (404) 657-7317

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