



STATE OF COLORADO  
invites applications for the position of:

# Internship Opportunity: CDOT Audit Division

This is a temporary position. Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** TEMPORARY AIDE

**LOCATION:** Denver, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 4201 E Arkansas Ave, Denver, CO 80222

**SALARY:** \$14.01 - \$15.87 Hourly

**OPENING DATE:** 08/26/16

**CLOSING DATE:** Continuous

**JOB TYPE:** Temporary (9 months or less)

**DEPARTMENT INFORMATION:**



**COLORADO**  
Department of Transportation

**This is a paid temporary part-time position (20 to 30 hours per week) with no benefits and will exist for 9 months or less.**

**Applications will be reviewed on a periodic basis and this announcement may be closed if we find suitable intern candidates. It's in your best interest to apply as early as possible.**

**About CDOT**

Are you looking for a challenge? Do you have a passion for helping people? Do you want to be part of a diverse team that is committed to making the transportation system in Colorado safe and efficient? Then, the Colorado Department of Transportation (CDOT) is the place for you! CDOT is devoted to incorporating technology, providing equal employment opportunities, developing leaders, and improving systems in order to provide outstanding customer service. By providing Freedom, Connection and Experience through travel, CDOT is committed to becoming the number #1 Department of Transportation in the country. In working towards this goal, we believe every one of our employees plays a critical role. CDOT's core values include safety, people, integrity, customer service, excellence and respect. Please visit <https://www.codot.gov/> to learn about CDOT and how we are making Colorado a great place to live, work and play, now and for the future!

**DESCRIPTION OF JOB:**

The purpose of this part-time collegiate internship, approximately 20 to 30 hours per week, is to provide meaningful audit experience to collegiate students with proven academic performance and a strong desire to learn and contribute within the Audit Division. The Audit Division assist CDOT management with accomplishing its goals by identifying risk and mitigating risk through audit work. In addition, the Audit Division assist with review of Financial Qualification processes to support the Master Pricing Agreement contract process.

The Audit Division works with other organizations within CDOT to help make our services, products and operations more effective and efficient. Our vision is to ensure that every audit adds value.

**DUTIES** include the following but not limited to:

1) Assisting the CDOT Audit Division with:

- Characterizing and documenting basic process and operating information;
- Assessing the effectiveness and efficiency of CDOT operations;
- Developing recommendations for improving operations;
- Presenting audit results to internal stakeholders;

2) Providing a summary presentation of the internship experience at its conclusion;

3) Assist instructors who provide training in auditing methods, tools, and techniques; and

4) Perform other duties as assigned.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

**This experience must be specifically documented on your application. Additional information submitted after the closing date of this announcement will not be considered in the review of your application.**

- Completion of at least two years of college with major course work in audit, accounting, public administration or related field of study.
- AND current enrollment as a full-time student (12 semester hours or 15 quarter hours) and a grade point average of 2.5 or better (based on A = 4.0).
- You must submit a current transcript for verification of the above requirements.

**NOTE: A legible copy of your unofficial college transcript(s) or credential evaluation report must be submitted with your application. Transcripts from colleges or universities outside of the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. Failure to provide a transcript or credential evaluation report will result in your application being rejected and you will not be able to continue in the selection process for this position.**

**Necessary Special Requirements**

Continued employment as a Student Trainee requires current enrollment as a full-time graduate student (6 semester or 9 quarter hours) and a grade point average of 2.5 or better (based on A = 4.0). Requirements will be verified through a transcript review. Continued employment after graduation is contingent upon employee performance, available funding, as well as available job duties.

The **Exceptional Candidate** will be an undergraduate or graduate college/university student interested in applying auditing techniques in an organization and has proven accomplishments in the following:

- Completion of at least 3 years of college with major course work in a field related to the duties of the position, with a cumulative grade point average of 3.0 or better.
- Knowledge and experience with auditing methodologies including statistical sampling, data extraction and analysis.
- Knowledge and experience with documenting processes and operations.
- Excellent interpersonal skills
- Excellent verbal and written communication skills.
- Ability to perform duties with minimal supervision.
- Familiarity with the Microsoft Office suite and Microsoft Outlook; experience with Microsoft SharePoint knowledge a plus.

**Employment Screening**

If an applicant reaches the finalist stage of the hiring process, the Colorado Department of Transportation may procure a consumer report and/or investigative consumer report on the



