

**INTERNSHIP & JOB REGISTRATION FORM**  
**Office of Career & Professional Development**  
**Bethany College, Bethany, WV**



**Bethany**

Today's Date: 12/11/19 Are you an alumni of Bethany College:  Yes  No Year graduated: \_\_\_\_\_

Alum's name: \_\_\_\_\_

Opportunity type:  full-time job  part-time job  internship  shadowing experience

Note: if you are a Bethany alum and have an internship, you can be part of the Alumni Gold Internship Program

Opportunity compensation:  Paid  Unpaid  Credit only Salary range: \$40,000+ (depending on experience and accreditation)

Career Opportunity Title: Audit Inspector

Career Opportunity Functions: Audit local governments and subdivisions in accordance with professional standards; prepare audit documentation, audit reports and findings. Includes audits performed in accordance with OMB requirements. Meet with government officials and advise management.

Career Opportunity Industry: Daily travel required and overnight travel may be necessary. Training period approximately 4 to 6 months.

- Accounting & Financial Services
- Consulting
- Creative & Entertainment
- Government, Law & Public Policy
- Other: \_\_\_\_\_

- Medicine, Healthcare & Biotech
- Science & Environment
- Non-Profit & Education
- Technology & Entrepreneurship

**Company Information:**

Organization/Comp. Name: West Virginia State Auditor's Office  
Address of Organization: State Capitol, Building 1, Suite W-100, Chareston, WV 25305  
Website: www.wvsao.gov  
Department: Chief Inspector Division

**Minimum Qualifications:**

G.P.A. 3.0

Year completed:  Freshman  Sophomore  Junior  Senior

Other: Graduates

**Preferred Qualifications:**

Academic Skills / Coursework: Bachelors of Science with Concentration in Accounting

Other: Microsoft Excel, Ability to Travel, Certified Public Accountants, Certified Fraud Examiners, and Certified Government Financial Managers shall be considered additional qualifications for the position.

**If this is an INTERNSHIP opportunity, please complete the following:**

Internship Session:  Summer  Fall  Spring Year: 20\_\_\_\_

Deadline to submit an application: \_\_\_\_\_

Work hours per week: \_\_\_\_\_

Is housing assistance included?  Yes  No Other: \_\_\_\_\_

Name of Work Supervisor: \_\_\_\_\_

Title of Supervisor: \_\_\_\_\_

Supervisors email: \_\_\_\_\_

Supervisors phone number: \_\_\_\_\_

Summary of Job Duties and Responsibilities: \_\_\_\_\_