JOB DESCRIPTION

I. FUNCTION:
Assists in performing a wide variety of information technology audits of University organizations and functions

II. REPRESENTATIVE DUTIES:
1. Assists in analyzing obtained evidence to determine if information systems are safeguarding assets, maintaining data integrity and operating effectively
2. Prepares work papers that adequately document the audit work performed
3. Obtains knowledge to evaluate the audit client’s internal control structure, adequacy and compliance with laws and regulations, or operational effectiveness
4. Assists in the development of observations, and in the communication of audit results and recommendations
5. Uses established safety practices to protect health and safety of personnel and property
6. Performs other related duties as assigned

III. SUPERVISION:
Receives supervision from experienced IT Auditors, IT Audit Manager, Audit Director

IV. QUALIFICATIONS:
- Full time student (concurrently enrolled in 12 or more credit hours)
- Completed at least six hours of college level Business courses, and have a minimum 3.0 GPA in all Business courses
- Effective communication, both oral and written
- Proficient in Microsoft Word and Excel

Preferences
- Concurrent or planned membership in Beta Alpha Psi or MISSA
- Management Information Systems (MIS) Major
- Undergraduate Student

Additional Requirements
Must be willing and able to work 12 – 15 hours per week during the office hours of Monday through Friday, 8:00 AM to 5:00 PM; flexible work scheduling available

Must have satisfactory results on background check
Norman location: Student Interns must be able to travel to the main office located at 1816 W. Lindsey Street (McGee Dr. & Lindsey Street intersection)

V. DURATION OF INTERNSHIP:
Two semesters

VI. LOCATION:
Main Office – Norman, OK

VII. COMPENSATION:
Paid internship