

**Governor's Office of Office of Planning and Budget (OPB)
Governor's Intern Program Project Overview
Summer 2011**

American Recovery and Reinvestment Act of 2009 (ARRA)

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 Office of Stimulus Accountability coordinates Georgia's implementation of \$7 billion in American Recovery and Reinvestment Act of 2009 (ARRA) funds through 700 awards to 23 State agencies to ensure compliance with federal requirements, timely 1512 and other reporting, prudent investment of funds, speedy implementation, and realization of program outcomes.

Interns will work closely with the Director, other State Government leaders, and state agencies in support of the day-to-day operations of the office. Duties will include

- Preparation and participation in performance reviews of ARRA programs and updating status reports based on review meetings,
- Analysis of 1512 reporting data, maintenance of master files, and development of reports using Excel, Word, and PowerPoint,
- Development of website content and website updates, and
- Tracking media stories concerning ARRA and general economic conditions.

Educational Opportunity

Gain knowledge of ARRA grant programs administered by the state, the agencies responsible for those programs, and the Federal regulations guiding the programs; knowledge of State of Georgia, OPB, and other governmental agency operations; learn to use MS Excel and Vignette software applications in a business environment.

Interest Areas

Research, Grants/Program Management, Federalism, Financial Accountability, Communications, Quantitative and Qualitative Analysis, Public Administration

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:

- Graduate Student.
- Advanced level skill in the use of Excel
- Excellent business writing, organizational and computer skills.
- High level of skill in research and analysis with the ability to form conclusions and recommendations based on analysis.

Details

- Dates: May 16, 2011 through August 5, 2011
- Location: 270 Washington Street, Atlanta, Georgia
- Positions Available: 1
- Hours: 24 to 40 hours / week
- Compensation: \$7.43 / hour for Undergraduate Students
\$8.00 / hour for Graduate Students

Application

Please email your resume and most recent transcript to applicant@opb.state.ga.us. Please include "Governor's Intern Program Application" in the subject line

Application Deadline: **Friday, March 18, 2011**

If you have any questions, please contact Rosa Spencer at rosa.spencer@opb.state.ga.us or (404)-657-7317 OR Kristin Bernhard at kbernhard@georgia.gov or (404) 463-2251.

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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