

Office of the State Treasurer

2014 Summer Employment Plan

Applications are now being accepted for the Connecticut Treasury’s 2014 Summer Employment Program. The Treasury encourages applications from highly motivated and qualified individuals seeking specialized experience within one or more of its units and divisions.

Positions will be available as follows. Not all positions may be filled. Deadline for applications is Friday, May 16, 2014.

Executive Office – The Executive Division is responsible for overall policy, planning and general administration of the Office.

Projected Hire Date: May 30, 2014

Projected End Date: August 29, 2014

POSITION	# OF STAFF	DUTIES	REQUIREMENTS	RATE OF PAY
Summer Worker	3	(1). Research issues of interest to the Agency, prepare reports, review and organize documents for supervisor (2). Works with Communications department to gather information of interest to the Agency, compiles articles featuring the Treasurer/staff members into binder by date and subject, assists with research or other projects as needed. (3). Works on projects in the Policy Unit concerning financial literacy, financial education advocacy and community outreach. Conducts additional duties as needed.	College course work in Communications, Public Policy, or other related areas. Skill sets and/or educational backgrounds relevant to Treasury functions and operations. Strong work ethic, highly motivated, organized, and ability to meet deadlines Excellent analytical, verbal and writing skills. Knowledge of Microsoft Suite. The ability to work independently and, as required, in a team, is desirable. Undergraduate applicants must demonstrate good academic standing.	\$10.10-\$11.00

Debt Management Division - As the public finance department for the State, the Debt Management Division is responsible for issuing and managing the State's debt in a prudent and cost-effective manner. The Division issues bonds to finance state capital projects, manages debt service payments and cash flow borrowing, maintains the State's rating agency relationships, and administers the Clean Water and Drinking Water loan programs. The Division's mission is to manage the State's debt programs effectively and efficiently to minimize the cost of the State's debt to Connecticut taxpayers.

Projected Hire Date: May 30, 2014
 Projected End Date: August 29, 2014

POSITION	# OF STAFF	DUTIES	REQUIREMENTS	RATE OF PAY
Summer Worker	1	<p>Assist with fiscal year-end reporting on the State's outstanding debt for financial reporting purposes</p> <p>Summarize and analyze financial information from local municipalities which are borrowers under the State's Clean Water Fund program</p> <p>Assist on matters related to the State's bonding programs including reviewing offering documents, participate in working group and bond pricing calls, conducts research as needed, reviews rating agency reports, and assist and participate in bond closing.</p> <p>Conducts additional duties as needed.</p>	<p>College course work in Finance, Economics, Accounting or other related areas. Skill sets and/or educational backgrounds relevant to Treasury functions and operations.</p> <p>Strong work ethic, highly motivated, organized, and ability to meet deadlines</p> <p>Excellent analytical, verbal and writing skills. Knowledge of Microsoft Suite. The ability to work independently and, as required, in a team, desirable.</p> <p>Undergraduate applicants must demonstrate good academic standing.</p>	\$10.10-\$11.00

Pension Fund Management Division - As principal fiduciary for six State pension and nine State trust funds, the Treasurer is responsible for prudently managing the assets for approximately 190,000 teachers, state, and municipal employees who are pension plan participants and beneficiaries as well as academic programs, grants, and initiatives throughout the state. The Division monitors investment manager performance and selection, and serves as staff to the Investment Advisory Council (IAC).

Projected Hire Date: May 30, 2014
 Projected End Date: August 29, 2014

POSITION	# OF STAFF	DUTIES	REQUIREMENTS	RATE OF PAY
Summer Worker	1	Works with senior staff in reviewing vendor performance and investment activity. Assists with fiscal year-end reporting. Conducts research as needed, reviews investment proposals, and attends monthly Investment Advisory Council meetings. Conducts additional duties as needed.	College course work in Finance, Economics, or related areas. Skill sets and/or educational backgrounds relevant to Treasury functions and operations. Strong work ethic, highly motivated, organized, and ability to meet deadlines Excellent analytical, verbal and writing skills. Knowledge of Microsoft Suite. The ability to work independently and, as required, in a team, is desirable. Undergraduate applicants must demonstrate good academic standing.	\$10.10-\$11.00

Cash Management Division - As the clearinghouse for all of the State's cash inflows and outflows, the Cash Management Division is responsible for managing the State's cash transactions, banking relationships, and short-term investments. It is organized into four units including Bank Control and Reconciliation, Cash Control, Short-Term Investments, and Client Services. The Division's activities include cash accounting and reporting, cash positioning and forecasting, short-term investing, and bank account administration. The mission of the Division is to prudently and productively manage its clients' cash, including that of State agencies and authorities, and hundreds of municipal and local government entities.

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 Projected End Date: August 29, 2014

POSITION	# OF STAFF	DUTIES	REQUIREMENTS	RATE OF PAY
Summer Worker	2	<p>(1). Work with senior staff to reconcile bank accounts, conduct bank analysis, and create applicable spread sheets.</p> <p>Assists with fiscal year-end reporting.</p> <p>Conducts additional duties as needed.</p> <p>(2). Work with Accounting staff performing accounting adjustments with respect to bank deposits.</p> <p>Assists with fiscal year-end reporting.</p> <p>Conducts additional duties as needed.</p>	<p>College course work in Accounting, Finance or related areas. Skill sets and/or educational backgrounds relevant to Treasury functions and operations.</p> <p>Strong work ethic, highly motivated, organized, and ability to meet deadlines</p> <p>Excellent analytical, verbal and writing skills. Knowledge of Microsoft Suite. The ability to work independently and, as required, in a team, is desirable.</p> <p>Undergraduate applicants must demonstrate good academic standing.</p>	\$10.10-\$11.00

Second Injury Fund Division - The mission of the Second Injury Fund is to provide quality service both to the injured workers and employers of Connecticut, whom we jointly serve. The Fund will accomplish this by adjudicating qualifying workers' compensation claims fairly and in accordance with applicable law, industry standards and best practices. Where possible, the Second Injury Fund seeks to return injured workers to gainful employment or will seek settlement of claims which will ultimately reduce the burden of Second Injury Fund liabilities on Connecticut taxpayers and businesses.

Projected Hire Date: May 30, 2014
 Projected End Date: August 29, 2014

POSITION	# OF STAFF	DUTIES	REQUIREMENTS	RATE OF PAY
Summer Worker	1	Review contents of archived records Read and analyze documents Arrange, Index and Catalog records Review and Update inventory list of archived records Ensure appropriate retention schedule for records Conducts additional duties as needed.	College course work in Business Administration or related areas. Skill sets and/or educational backgrounds relevant to Treasury functions and operations. Strong work ethic, highly motivated, organized, and ability to meet deadlines Excellent analytical, verbal and writing skills. Knowledge of Microsoft Suite. The ability to work independently and, as required, in a team, is desirable. Undergraduate applicants must demonstrate good academic standing.	\$10.10-\$11.00

Unclaimed Property Division - The Treasurer is responsible for safeguarding assets whose rightful owners cannot be located. These assets include cash from bank and other accounts, uncashed checks, stock and mutual fund shares, contents of safe deposit boxes, and miscellaneous intangible assets. These assets are relinquished to the Treasurer by banks, insurance companies, utilities, hospitals, brokerages, and others. The Treasurer safeguards these assets, publicizes the names of the rightful owners, and returns those assets to the owners as they are located or come forward.

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Information Technology Unit – Provides information technology support to the Executive Office and the Treasury’s operating divisions.

Projected Hire Date: May 30, 2014
 Projected End Date: August 29, 2014

POSITION	# OF STAFF	DUTIES	REQUIREMENTS	RATE OF PAY
Summer Worker	1	<p>Performs basic information technology support functions under supervision; provides basic help desk support to end users; refers more complex problems to higher level information systems staff; provides basic support to users in the use of software applications; provides assistance in installation and configuration of local and network printers, scanners and other peripherals.</p> <p>Conducts additional duties as needed.</p>	<p>College course work in Computer Science, Information Technology or related areas. Skill sets and/or educational backgrounds relevant to Treasury functions and operations.</p> <p>Strong work ethic, highly motivated, organized, and ability to meet deadlines</p> <p>Excellent analytical, verbal and writing skills. Knowledge of Microsoft Suite. The ability to work independently and, as required, in a team, desirable.</p> <p>Undergraduate applicants must demonstrate good academic standing.</p>	\$10.50-14.00

Posting:

The Summer Worker positions are posted on the Treasury website, The Connecticut Department of Labor website *CT Jobs*, and The Department of Administrative Services Employment Connection Page.

Returning Seasonal Workers:

Last year the Office of the Treasurer filled six (6) Summer Worker positions. We do not anticipate that any of the 2013 Summer Workers will return.

Hiring Goals:

The Office of the Treasurer is committed to diversity within the workforce. To this end, recruitment for Summer Worker positions will be conducted with a focus on potentially securing qualified candidates that meet our hiring goals as identified in this year's filing of the Affirmative Action Plan.

Hiring Goals = Hispanic Male, Hispanic Female, Other Male, and White Males