



January 9, 2019

RE: Accounting/Business Student Internship – Lubbock Office

About us: We are a consortium of 42 organizations throughout Texas that includes public and private institutions of higher education, community colleges, the National Weather Service, libraries and K–12 public schools. The consortium, organized as a 501(c)(3) non-profit organization, connects its members and over 600 affiliated organizations through high performance optical and IP network services to support their research, education, healthcare and public service missions. LEARN is also a leading member of a national community of advance research networks, providing Texas connectivity to national and international research and education networks, enabling cutting-edge research that is increasingly dependent upon sharing large volumes of electronic data.

Find out more about what we do at tx-learn.net.

Intern will gain hands-on experiences in financial report creation and development, asset tracking, non-profit accounting practices, and internal controls. This position collaborates closely with the CFO and will often work on special projects as needed. The intern will also provide general administrative support to office staff and other members of LEARN's Executive Management Team.

Experience and requirements:

The ideal candidate will be pursuing a Bachelor's or Master's degree in Accounting, Finance, and/or Business with a strong proficiency in Microsoft Excel and a general understanding of data analysis techniques.

This position requires you to be a self-starter, highly motivated, and detail oriented.

Compensation starts at \$9.00/hour. Increases will be considered based on skill level and longevity.

Approximately 12 hours/week. We are flexible around your course schedule with opportunities for additional hours during the breaks/summer, if desired.

Please send your cover letter, resume and spring course schedule to me at Kerry.Mobley@tx-learn.net.