

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Career Counselor, Carol Pham, at cpham@dsc.edu or 901-475-3105. Or, employers can contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.edu or call 901-475-3137.

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Job Title: Business Intern (June-October, 2024), TN Board of Regents Office of Business & Finance, Nashville, TN

Business/Location: Nashville, TN

Requirements:

- Enrolled as an undergraduate in a two-year or four-year
- A minimum of one (1) year coursework.
- Ability to travel to and from the Tennessee Board of Regents office in Nashville, TN (occasionally) for in-office work and training.
- Internet access for remote work.
- Basic knowledge of financial reporting requirements of GASB.
- Extensive progress toward a degree.
- Previous experience working within the accounting, finance, or business field either in a professional or volunteer setting.
- Proficiency with Microsoft Excel and Word.
- Excellent oral and written communication skills.
- Good organizational skills and the ability to manage multiple assignments.
- Basic understanding of accounting.

Responsibilities include but are not limited to: See link for full Internship details

- [Business Intern - Nashville, Tennessee, United States \(tbr.edu\)](#)
- 65% - Assist with accounting entries and other accounting functions. - (Essential)
- 20% - Assist Senior Financial Analyst with the day-to-day activities related to grant or special appropriation fund tracking and reporting. - (Essential)
- 10% - Assist with special projects as assigned by the Senior Financial Analyst or Vice Chancellor of Business and Finance. (Marginal)

Send Resume to: Apply at [Business Intern - Nashville, Tennessee, United States \(tbr.edu\)](#)

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Carol Pham, Career Counselor, at 901-475-3105 or email at cpham@dsc.edu or contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: www.jobs4tn.gov.