Office of the Senior Vice President
for Finance and Administration

Strategic Finance & Administration Accelerator Internship Program

Position Description

UO Finance and Administration Department Name	**UO Treasury** A department in the division of UO Business Affairs
Intern Supervisor Name	Jesse Williams, Senior Treasury Analyst
Role or Project Title	**Treasury Analyst Intern**
Modality	In person, with some flexibility for hybrid work
Department Information	Business Affairs provides efficient and effective business services for University of Oregon (UO) students, faculty, and staff; manages and secures UO assets; and ensures UO business is conducted in accordance with all applicable regulations, policies, procedures, generally accepted accounting principles (GAAP), and sound business practices. Treasury Operations is responsible for UO Internal Bank operations and management of the university's debt portfolio (currently ~$900 million) and the cash and investment pool (currently $300 - $500 million). https://ba.uoregon.edu/treasury
Position Purpose and Description	The primary deliverable at the conclusion of this internship is a solution to more effectively manage the Internal Bank's loan portfolio. This includes researching options, using previously gathered information, and development and implementation of a technological solution. The ideal solution will increase efficiency of reporting, reduce time required to make accounting entries, and ensure data resiliency by reducing redundancies. A previous Treasury Analyst intern identified a viable solution, but time constraints did not allow for implementation. The employee's recommendation was to use the Microsoft Power Platform. The intern in this position can carry on the work of the previous employee or chart a new course, as long as project completion is expected before end of internship.

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	While it's expected the bulk of the intern's time will be directed towards the project described above, there may also be the opportunity to participate in other aspects of work within Treasury Operations, including: • Internal Bank: maintain records related to existing internal loans, assist with the origination of new internal loans, participate in meetings with departmental borrowers, and evaluate existing systems for improvement. • Debt Portfolio: support compliance efforts required by existing debt issuances, participate in the process to issue new debt, and contribute to the overall efficacy of the debt program at UO. • Investment Management: help oversee the university's operating fixed-income investment portfolio, participate in investment meetings with outside investment professionals, and support the maximization of income while maintaining a very low risk profile. • Campus-Wide Treasury Support: participate in meetings with groups across campus regarding topics including tax-exempt debt compliance, safeguarding of UO funds, and other treasury best practices. • Other Duties as Assigned: the person in this position is expected to proactively seek out ways to help and participate in other campus activities, regardless of applicability to Treasury Operations.
Preferred Term Start	Fall 2026 or Winter 2027
Required Skills *Student must have these to complete project*	Must be an undergraduate student pursuing a degree that incorporates use of technical software, for example: Operations and Business Analytics, Data Science, Computer Science, or a related field Advanced Microsoft Office Excel Experience with technology platforms - this can include Microsoft Power Platform, database building, programming languages, and/or report-generating software

	Ability to learn any technical software that is identified as the solution to the defined project Interest in Treasury, banking, accounting, or financial operations Familiar with finance concepts (loan amortization, investments, etc.) Must be able to self-advocate and ask questions as there will be a high degree of independent work
Skills/knowledge the student will gain during the term	**Apply technical and analytical skills to a real-world business problem**, including evaluating alternatives and developing and implementing an appropriate technology solution. **Translate business needs into technical requirements** and consider usability, efficiency, data integrity, and long-term sustainability when designing a solution. **Develop a working understanding of university Treasury operations**, including internal lending, debt management, investments, and financial controls. **Analyze an existing business process and identify opportunities for improvement**, using data and stakeholder input to inform recommendations. **Demonstrate greater independence and professional judgment** by navigating ambiguity, identifying needed information, and knowing when to seek guidance.