

Job Title: INTERNAL AUDITS INTERN

Job Requisition ID: 55072

Opening Date: 04/21/2026

Closing Date: 05/05/2026

Agency: Department of Commerce and Economic Opportunity

Class Title: STUDENT INTERN - 43190

Skill Option: None

Bilingual Option: None

Salary: Anticipated Starting Salary \$2,600 - \$3,844 monthly

Job Type: Salaried

Category: Full Time

County: Cook

Number of Vacancies: 1

Bargaining Unit Code: None

Merit Comp Code:

A resume is highly encouraged to evaluate your qualifications and skills as part of your application. Please attach a **DETAILED** Resume/Curriculum Vitae (CV) to the **MY DOCUMENTS** section of your application if you decide to provide one.

*****Please upload a copy of your unofficial college transcripts to the Additional Documents section of the application for verification of active enrollment and coursework*****

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home.

No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

The Department of Commerce and Economic Opportunity is seeking to hire an energetic and detail-oriented Student Intern for the Office of Internal Audits. The Student Intern will receive on-the-job training with an emphasis on gaining knowledge and experience in internal auditing operations. During the training program the Student Intern will develop skills in conducting research, data analysis, and presenting results of audit work. Additionally, the intern will become familiar with internal audit standards in gathering evidence, workpaper documentation, sampling, risk assessment techniques, and gain invaluable experience assisting with audit planning, execution of internal audit programs, and monitoring of management action plans.

Essential Functions

- Under immediate supervision, for a period not to exceed four years, on a full- or part-time basis, while actively enrolled in college, receives controlled assignments in the Office of Internal Audits related to the planning, field work, and reporting phases of auditing a state agency.
- In a controlled environment, receives on-the-job training with emphasis on gaining knowledge and experience in internal auditing operations within Department of Commerce and Economic Opportunity (DCEO).
- Participates in orientation and training which provides a general knowledge of programs, service philosophies and objectives of state government and the specific divisions to be assigned for auditing.
- Attends and participates in a variety of meetings, both within and outside Internal Audits, which provides a broad overview of DCEO's methods, procedures, and related operations.

- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

- Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college.

Preferred Qualifications

- Prefers active enrollment in a recognized college or university with an anticipated graduation date at least six months after the position's anticipated start date.
- Prefers one (1) year of experience analyzing policies, procedures, rules and regulations.
- Prefers one (1) year of experience writing detailed reports.
- Prefers two (2) years of experience establishing and maintaining working relationships with staff and the general public in a professional environment.
- Prefers two (2) years of experience following written and verbal instructions to complete an assigned task in a professional environment.
- Prefers one (1) year of college coursework in accounting, finance and/or auditing.
- Prefers a GPA of 3.0.

Conditions of Employment

- Requires completion of a background check and self-disclosure of criminal history.
- Upon graduation, an intern must meet the minimum qualification for the target title of this internship. For this internship the target title is Internal Auditor Trainee and the minimum qualifications for the title are a bachelor's degree with coursework in accounting, auditing, business management, public administration, economics, computer science or other related subjects. Selected interns must be pursuing a major or be able to demonstrate planned coursework that will allow the intern to meet those minimum qualifications. If the minimum qualifications for the target title are not met at the time of graduation, the internship will end without being offered placement into the targeted Trainee title. In the event the intern's academic plans change and will not allow the intern to meet the minimum qualifications, it is the intern's responsibility to inform the employing agency, regardless of when the intern's plans change, and the internship will be ended.
- Requires ability to participate in the intern program for a minimum of six (6) months prior to graduation from college or university.
- Requires ability to travel in the performance of duties, with overnight stays as appropriate.

The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

About the Agency

The mission of the Illinois Department of Commerce and Economic Opportunity (DCEO) is to create equitable economic opportunities across the State of Illinois. By attracting and supporting major job creators, investing in communities, strengthening Illinois' world-class workforce, fostering innovation, and ushering in the new clean energy economy, DCEO works to fortify Illinois' reputation as a global economic powerhouse while ensuring Illinois is the best state to live, work and do business.

Work Hours: Monday - Friday 8:30AM - 5:00PM

Headquarter Location: 555 W Monroe St, Chicago, Illinois, 60661

Work County: Cook

Agency Contact: CEO.HR@illinois.gov (**FOR INQUIRIES ONLY - INTERESTED APPLICANTS MUST APPLY ONLINE**)

Posting Group: Office & Administrative Support

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com