FINANCE DIVISION

PROGRAM MISSION

The Finance Division Summer Internship Program offers an exciting opportunity for students from all academic backgrounds to explore finance within higher education. The opportunity provides hands-on internship experience to develop knowledge and skills in fields such as Academic Finance, Accounting Services & Operations, Budgeting, Financial Planning & Analysis, Procurement, Tax, Treasury Services, and Real Estate. The program is ideal for those interested in gaining practical insights into financial operations, regardless of prior finance experience.

STUDENT INTERN OPPORTUNITIES

- Learn more about Notre Dame through the lens of business administration
- Gain beneficial work experience
- Bond with fellow students in the summer internship cohort
- Participate in important strategic and tactical projects that will impact Notre Dame's future
- Engage with Finance Division leaders and present the results of the cohort's project

PROGRAM DETAILS

- June 1 - July 23, 2027
- Full-time: 40 hours per week in a designated functional area
- One day per week dedicated to learning various departmental responsibilities at a deeper level
- Will include networking opportunities and learning sessions with University leadership
- Paid internship opportunity
- Campus housing provided

APPLY

- Candidates should bring a passion for learning, with the ability to think creatively and execute assignments
- Opportunity to submit functional areas of interest
- Microsoft Excel, Word, and PowerPoint proficiency required
- Interviews will take place on a rolling basis, commencing in January or February 2027
- **Applicants must be undergraduate students enrolled at Notre Dame, Saint Mary's, or Holy Cross**
- **To complete the brief online application, please visit:**

  https://finance.nd.edu

CONTACT

If you have any questions, please email mhastings@nd.edu

FINANCE DIVISION

DEPARTMENT INFORMATION

OFFICE OF BUDGET AND FINANCIAL PLANNING AND ACADEMIC FINANCE

The University's Office of Budget and Financial Planning oversees the development and implementation of the University's operating budget in accordance with parameters approved by University leadership and the Board of Trustees. This work includes analyzing higher education and economic data and trends and forecasting results. In addition to core budget development, the team works with colleges, divisions, and departments to implement their annual and multi-year budget plans and, every quarter, creates fiscal year surplus/deficit projections. The Financial Planning & Analysis team provides analytic support to University leadership to facilitate the effective stewardship of University resources. The team provides financial modeling, data analysis, and strategic thought partnership to projects ranging from single-day events to the development of new programs. In addition, the Office of Budget and Financial Planning partners with the Office of the Provost to help colleges and schools align their financial resources with their strategic priorities. The Academic Finance team manages the annual academic budget and conducts multi-year financial planning and analysis.

PROCUREMENT SERVICES

The Procurement Services team ensures the University has the appropriate goods and services to execute its mission. The team facilitates the purchase process by mitigating risk and maximizing value in each transaction, managing the University's system for travel and expenses, and supporting the platform for all major purchases. Through strategic sourcing and market analysis, contract management, and innovative solutions, Procurement supports a wide range of the University's asset and service needs.

TREASURY SERVICES AND REAL ESTATE

The Office of Treasury Services supports the University's mission through the efficient collection and management of University cash and operating liquidity; prudent use and management of long-term debt; identifying, framing, and tracking the long-term capital plan, including infrastructure and renewal projects; management of insurance policies and claims processing; the acquisition, disposition, and management of real estate outside of the campus boundaries; and analysis and implementation of special projects.

OFFICE OF THE CONTROLLER

The accounting services and operations teams manage activities that drive University financial reporting and maintain the general ledger. These teams ensure all financial transactions are recorded in a complete, timely, and consistent manner and ultimately compile and publish the University's Annual Report for public consumption. In addition to financial reporting, these teams support the disbursement of funds to vendors, the payroll process, and the integrity of University accounting systems.

The Tax team is a dedicated team of professionals committed to creating and maintaining a working relationship with diverse University constituents and educating and informing them on the tax aspects of current and future transactions. The tax department addresses the growing area of tax reporting and compliance on campus. Team members work closely with various campus units to research tax positions and compile information needed to file the University's tax returns. The Tax team ensures University tax policies are followed to protect the tax-exempt status of the University.

Research & Sponsored Programs Accounting supports the Notre Dame research community by providing financial administration and oversight of externally sponsored awards, which includes tasks such as audit and compliance reviews, training, cash management, financial reporting, and fund closeout procedures. In addition, RSPA is responsible for the preparation and negotiation of the University's Fringe Benefit and Facilities & Administrative cost rates, and the team serves as the liaison with sponsoring agencies and external auditors in all sponsored program audits.