

The **Department of Consumer and Business Services LEAP Internship Program** is for students 18 and older enrolled in school at least half time. The program gives interns a chance to get paid to learn, gain experience at Oregon's largest business regulatory and consumer protection agency, and possibly earn college credit.

Contact Employee Services for more information.

Department of
Consumer and Business Services
350 Winter St. NE
Salem, OR 97309-0405

dcbs.recruiting@oregon.gov
503-378-3200
Fax: 503-378-5969

Deadline: Sunday, April 19, 2020



Experience

Apply now at
www.oregon.gov/dcbs/leap

Seize your future

Gain work experience

The program is based on the agency's mission to protect and serve Oregon's consumers and workers while supporting a positive business climate. Interns can work in either one specific DCBS division or different divisions while receiving hands-on experience and learning essential skills. Interns in the nine-week program will work about 30 hours a week from June 15 to Aug. 14, 2020.



Department of CONSUMER
and BUSINESS SERVICES

LEAP

Internship
Program



Development

Opportunity

Knowledge

Through the program, interns will:

- Build their resume with experience in fields such as accounting, information technology, human resources, and communications
- Develop and improve skills in communication, technology, reasoning, and teamwork
- Make a real difference by evaluating gaps or deficiencies in a DCBS program or process
- Learn valuable presentation skills in order to propose a process improvement plan to DCBS leaders
- Gain unbeatable work experience by participating in real projects and assignments to improve government
- Learn how to demonstrate effective verbal and written communication skills
- Learn the agency's role in regulating various Oregon industries

DCBS is home to six divisions. They are: Building Codes Division, Central Services Division, Division of Financial Regulation, Oregon Health Insurance Marketplace, Oregon Occupational Safety and Health Division (Oregon OSHA), and Workers' Compensation Division.

DCBS also includes the Workers' Compensation Board, the Director's Office, and two Ombudsman offices: Injured Workers and Small Business.

Each internship provides opportunities to experience how these divisions are a resource to consumers and businesses in areas involving:

- **Licensing, chartering, and examining:** Financial and insurance companies and professionals, building trades workers and inspectors, and worker leasing
- **Educating and advocating:** Workplace safety workshops, insurance hotline, Medicare counseling, investor outreach, and workers' compensation helplines
- **Setting and enforcing standards:** Workplace safety and health, financial and insurance laws, building codes, and workers' compensation benefits

Interns in the program will build working relationships with DCBS hiring managers. As program graduates, they will be able to show that they possess the knowledge, skills, and abilities to be successful in future permanent positions at DCBS.

As part of the program, interns will acquire skills in classroom trainings such as:

- Business Writing and Communication
- Diversity and Inclusion
- Project Management
- State Government and Legislature Processes
- Professional Development

