



Quality Assurance Intern

Topeka, KS

KHRC is seeking a motivated Quality Assurance Intern who is ready to learn about affordable housing programs and ensure these programs adhere to the federal regulations. The intern will assist with a wide range of duties, including analyzing data, preparing quality assurance reports, and learning about various affordable housing programs. This is an exciting opportunity for any student pursuing a career in Business, Finance, Economics or Law.

This position will:

- Assist with monthly quality assurance reviews
- Prepare monthly Quality Assurance reports identifying discrepancies in work processed
- Assist with internal and external audits
- Collaborate with KHRC team members to improve policies and procedures
- Identify issues or recurrent problems in processes or policies and recommend solutions
- Assist with Data Entry
- Complete special projects as needed and other duties assigned

Requirements:

- Must be actively enrolled in an undergraduate program at an accredited university with a major in Business, Finance, Economics, or Law (sophomore, junior or senior level)
- Possess strong data analysis skills and strategic thinking abilities
- Possess strong technical and organizational skills
- Have excellent written and verbal communication skills and able to work in a professional environment
- Attention to detail

Time Commitment:

- Hours of operation are 8:00 a.m.-5:00 p.m. Monday - Friday
- Position must be able to work at least 20 hours per week

Resumes will be accepted until Friday, July 30, 2021

KHRC has implemented procedures to minimize the risk of exposure to COVID and follow current CDC guidelines

Kansas Housing Resources Corporation

We help Kansans access the safe, affordable housing they need and the dignity they deserve.

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Gina Coffman

Director of Human Resources
611 S Kansas Avenue, Suite 300
Topeka, KS 66603

PHONE:
785-217-2009

WEBSITE:
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EMAIL:
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Salary for this position is \$20.00/hour