



Quality Assurance Intern

Topeka, KS

KHRC is looking for a part-time Quality Assurance Intern to assist our Internal Auditor at the Kansas Housing Resources Corporation.

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.

Knowledge, Skills and Experience

Must be actively enrolled in an undergraduate program at a university with a major in Business, Finance, Economics or Law (sophomore, junior or senior level) A combination of education and experience may be accepted as determined relevant by KHRC.

This position is non-benefits eligible, requires 10-25 hours of work time per week and cannot exceed over 999 hours per calendar year.

Resumes will be accepted until position is filled.

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 services, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Deanna Johnson

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

PHONE:
785-217-2009

WEBSITE:
kshousingcorp.org

EMAIL:
djohnson@kshousingcorp.org

Starting pay for this position is \$20.00/hour.