



# BUSINESS INTERNSHIP OPPORTUNITIES



Valero is proud to be an **employer of choice** in the energy industry, enlisting the world's best & brightest business professionals.



## INTERNSHIP PROGRAM

Most business internships are located at Valero Headquarters in San Antonio, Texas.

- **Internship Terms:**
  - o Summer = 12 weeks from May-Aug, 40 hrs/week
  - o Ongoing = 1 year, 40 hrs/week May-Aug, 20 hrs/week during school semesters
- **Summer Internship Opportunities:**
  - o Information Services
  - o Commercial Supply & Trading
  - o Human Resources
  - o Business
  - o Legal
- **Ongoing Internship Opportunities:**
  - o Accounting/Audit

## ELIGIBILITY REQUIREMENTS

- Must attend four-year accredited university
- 3.0 GPA preferred
- Minimum 60 hours college credit by start of internship
- Ongoing internships require one-year commitment and must live within commuting distance of San Antonio

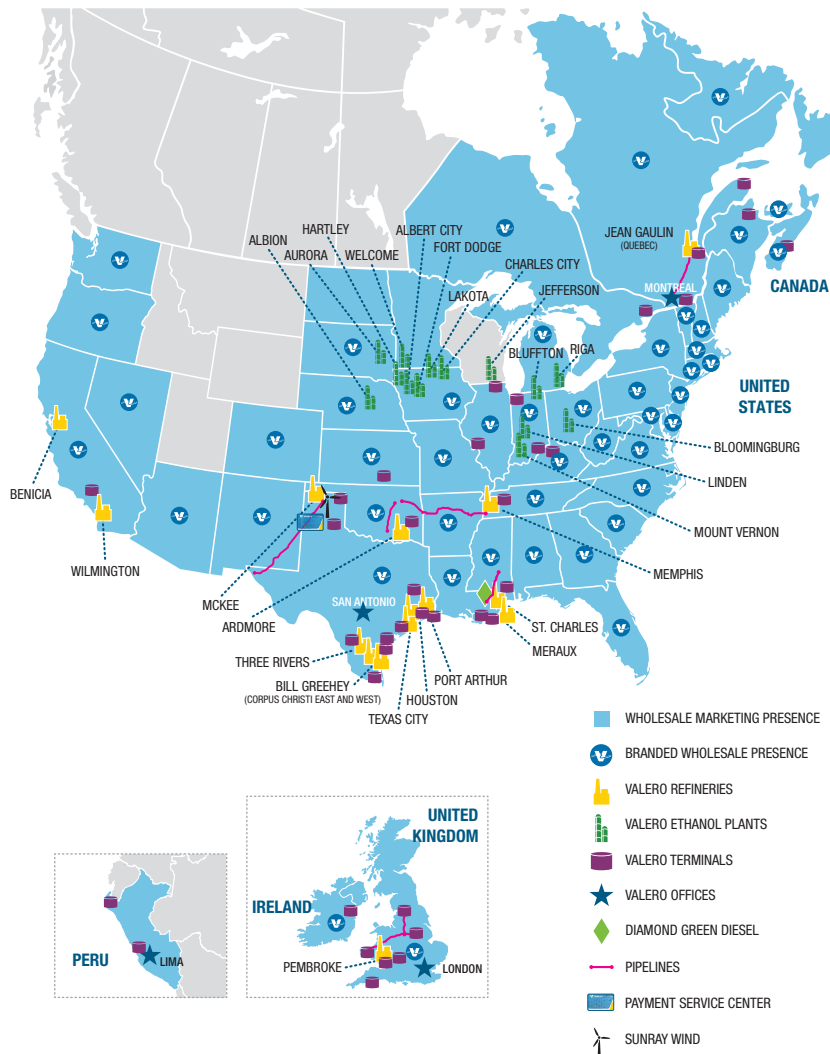
## HOW TO APPLY

Visit [www.valero.com/careers](http://www.valero.com/careers) to learn more, review full job descriptions & apply online. Search under "Intern/Co-Op Opportunities."

## Questions?

Email: [university.recruiting@valero.com](mailto:university.recruiting@valero.com)

## MAP OF OPERATIONS



## COMPETITIVE PAY & BENEFITS

- 401(k) & pension program
- Relocation assistance (qualified students)
- Company-provided health & life insurance
- Formal mentor program
- Education & career development opportunities
- Annual Summer Intern Symposium
- Wellness programs (on-site gym, wellness clinic, financial benefits)
- Community outreach / volunteer events
- Networking opportunities
- Holiday pay

## JOB EXPECTATIONS BY DIVISION

### BUSINESS

#### Communications

- Develop & draft news articles for internal portal
- Assist with community service and outreach events
- Support communications projects & execute strategies

#### Forecasting & Investments

- Prepare & distribute daily reports to management
- Balance daily cash forecasts
- Assist in debt portfolio analyses, covenant reviews & management reporting
- Assist in financial ratio preparation & analysis, investment fund asset review & performance reports

### INFORMATION SERVICES (I/S)

- Work with relational databases to provide business reporting & key performance indicators
- Build test scripts for project enhancements, assist with user-acceptance testing
- Collaborate with refineries to build/standardize work efficiencies & processes using system solutions
- Perform analysis & design for applications, and recommend quality solutions for business processes
- Innovate & enhance technological solutions

### ACCOUNTING / AUDIT

- Prepare monthly financial reports, account reconciliations, month-end accruals & tax returns
- Process payables & research tax compliance
- Create & maintain accounting analyses
- Assist with audit project planning & testing
- Validate information on purchase invoices for multiple vendors

### COMMERCIAL SUPPLY & TRADING

- Collaborate on projects for Transportation, Product Supply, Wholesale, Trading & Reporting Analytics
- Evaluate historical transportation route behaviors; create custom voyage expectations to better predict product arrival times
- Use statistical analysis to evaluate optimal product & market to capture highest margin
- Validate transfer cost assumptions for freight impacts to trading book
- Analyze Mexico market to identify optimal wholesale strategy around key supply points

### LEGAL

- Assist Legal Department with preparation & review of documents such as pleadings, affidavits, contracts & trial notebooks
- Attend client meetings, depositions & court hearings with in-house & outside counsel alongside company representation
- Research applicable areas of law & prepare memoranda in concert with company representation
- Assist in file maintenance & organization

### HUMAN RESOURCES

- May be located at San Antonio or a refinery
- Assist with site-specific recruiting efforts
- Support development of training materials
- Assist with development, review, & communication of company practices & policies
- Prepare routine & ad hoc reports as needed
- Exposure to unions at refineries & handling personnel issues

Turn your passion for problem-solving,  
excellence & teamwork into an  
exceptional future!



Follow Us On **INSTAGRAM!**  
**@ValeroInternProgram**