



## Instructions for Applying

### FOR TEMPORARY SUMMER INTERN POSITIONS ONLY

- Print and complete the application from [personnel.alabama.gov/Downloads/StateApp.pdf](https://personnel.alabama.gov/Downloads/StateApp.pdf)
- On the top line of the application, print: "2024 RSA Summer Internship Program"
- Please specify either Clerical Aide or Laborer
- Send to RSA Human Resources directly using one of the following methods:
  - Email to [RSA.HumanResourcesMail@rsa-al.gov](mailto:RSA.HumanResourcesMail@rsa-al.gov)
  - Fax to 334.517.7906
  - Mail to:  
The Retirement Systems of Alabama  
Attn: Human Resources  
P.O. Box 302150  
Montgomery, Alabama 36130-2150
- Applications must be received by February 29, 2024, to be considered.
- Summer internships normally run from early June to mid-August with the starting date of Tuesday, June 4, 2024. They can last up to 104 days, as long as there is a business need. Not every applicant that applies will receive an internship.

### FOR OTHER EMPLOYMENT OPPORTUNITIES WITH THE RSA

- Apply for positions by creating an OES Member Account at [personnel.alabama.gov](https://personnel.alabama.gov)
  - Choose the OES Log In (Register Standings) button at the lower-right of the home page.
- Print and complete the application from [personnel.alabama.gov/Downloads/StateApp.pdf](https://personnel.alabama.gov/Downloads/StateApp.pdf)
- Mail the completed application and any other requested documentation to:  
  
The State of Alabama  
Personnel Department  
64 North Union Street, Suite 300  
Montgomery, AL 36130
- Contact State Personnel at 334.242.3389 to check on registry status as well as application confirmation.
- Inform your contact at the RSA once State Personnel confirms that you are on the accountant register.

**Information subject to change. Publication date January 2024.**

**Scan the QR Code below to go directly to the Job Postings page on the RSA website.**



THE RETIREMENT SYSTEMS OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER AND PARTICIPATES IN E-VERIFY.