



# Sample Internship Posting

<b>CONTACT TITLE:</b>	College Relations Manager
<b>CONTACT EMAIL ADDRESS:</b>	brand@corporate.com
<b>CONTACT PHONE NUMBER:</b>	888-888-8888
<b>POSITION TITLE:</b>	Education & Marketing Intern
<b>POSITION LOCATION(S):</b>	Hampton, VA
<b>COMPENSATION:</b> <i>(paid, unpaid or stipend):</i>	Unpaid
<b>DOCUMENTATION REQUIRED:</b> <i>(Resume, Cover Letter, Unofficial Transcript, Letters of Recommendation, etc.)</i>	Writing Sample

## POSITION DESCRIPTION & QUALIFICATIONS:

The Education & Marketing Intern will work closely with both the education and marketing teams, as well as others across the company organization.

## MARKETING RESPONSIBILITIES:

- Scoping projects, conducting research, making recommendations, executing plans and project management.
- Sample projects Include:
  - ◆ Creating calendar for company wide distribution including concept, copy, and obtaining proper approvals
  - ◆ Consolidating and enhancing Facebook presence
  - ◆ Research of innovative social media initiatives
  - ◆ Assisting team members with implementation and analysis of global strategy

## EDUCATION RESPONSIBILITIES:

- Identify and facilitate age appropriate, thematic based lesson plans and activities that align to VA educational standards.
- Provide a safe, structured environment for student learning.
- Facilitate small group tutoring sessions and recreational/cultural activities (*up to 10 -12 students*).
- Participate in planning sessions and/or staff development sessions
- Complete necessary reports to monitor student progress and participation; Includes: daily attendance, maintaining student portfolios and pick-up sign-in sheets.

## QUALIFICATIONS:

- College students with focus in Education, Child Psychology, Marketing or related field.
- 1-3 years experience working with youth from 6 to 18 years old.
- Strong classroom management skills and the ability to develop lesson plans.
- Responsible and organized with strong written and verbal communication skills.
- Familiarity with social media and communication strategy.





# Sample Internship Posting

<b>CONTACT TITLE:</b>	Trader
<b>CONTACT EMAIL ADDRESS:</b>	finance@corporate.com
<b>CONTACT PHONE NUMBER:</b>	888-888-8888
<b>POSITION TITLE:</b>	Investment Research Intern
<b>POSITION LOCATION(S):</b>	Richmond, VA
<b>COMPENSATION:</b> <i>(paid, unpaid or stipend):</i>	Paid, \$10/hour
<b>DOCUMENTATION REQUIRED:</b> <i>(Resume, Cover Letter, Unofficial Transcript, Letters of Recommendation, etc.)</i>	Resume

## POSITION DESCRIPTION & QUALIFICATIONS:

Seeking an investment research intern to join our investment team. This role will work with Portfolio Managers selecting equities for investment.

## RESPONSIBILITIES:

- Follow investment process and apply that process to make equity recommendations.
- Follow earnings reports from companies.
- Conduct research calls with management teams.
- Other responsibilities can include (but are not limited to): creating client solicitation materials, updating client lists, transaction proposals, structuring, pricing, marketing, financing, attending meetings, updating/maintaining databases and more.

## SKILLS & EXPERIENCE:

- Strong academic record in Finance.
- Strong Excel skills.
- Keen interest in financial markets and a high level of enthusiasm.
- Self-starter and strong work ethic.
- Familiarity with Bloomberg as a plus.
- Desired majors include math, economics, or finance.

