



**Title: D.R.I.V.E Internship Program (Diversify, Rise, Innovate, Visualize, Excel)**

**Type:** Full time, Non-exempt; Hourly

**Position overview:** Our Internship Program is a 10-week program that will provide qualified students the opportunity for professional development by building relationships, gaining corporate experience, learning about our industry, and preparing students with the experience needed to have a rewarding career at our organization. The ideal candidate can see the big picture in any situation, has an entrepreneurial and Process Improvement mindset and can handle any situation with composure and empathy. We're looking for assertive, well-spoken, and compassionate students who are dependable, service-minded, and results-oriented. We are looking for 2021 Summer interns in the following departments:

- Capital Markets
- Finance
- Human Resources
- Information Technology
- Legal
- Marketing
- Operations

**Duties & responsibilities**

The successful candidate will:

- Performs assigned duties, under direction of experienced personnel, to gain knowledge and experience
- Performs business analyses and provides recommendations to leadership for business and process changes
- Receives training and performs duties in several functions in order to become familiar with line and staff functions, management viewpoints, company policies, and best practices
- Observes experienced team members to acquire knowledge of methods, procedures, and standards required for performance of departmental duties
- Will be required to attend company sponsored training classes

**Skills & abilities**

The successful candidate needs:

- Excel in a team-oriented, collaborative environment while contributing to the creation, design, and implementation of value-add business strategies that affect current operating practices and company policy.
- Be able to clearly articulate and present ideas and findings to a varied audience, including the operations staff and senior leadership.
- Excellent written and verbal communication skills
- Proficiency in quantitative analysis
- Ability to adapt
- Willingness to learn
- An entrepreneurial business mindset
- Strong business communication skills with an ability to work well in a collaborative environment
- Strong attention to detail and an ability to multi-task and work well individually
- Strong skills in Excel and/or Tableau (charts, graphs, pivot tables, formulas, macros etc.)
- Experience with PowerPoint is a plus

**Education & experience**

- Currently pursuing a four-year college degree with a scheduled graduation date between Fall 2021 and Fall of 2023.