

# City of Chicago

## Job Description

**STUDENT INTERN Job Number: 213021**

## **STUDENT INTERN**

To apply and for more info: <https://chicago.taleo.net/careersection/100/jobdetail.ftl?job=38500>

## **JOB ANNOUNCEMENT**

### **Mayor's Office for People with Disabilities**

The Mayor's Office for People with Disabilities is seeking a Student Intern to assist with various duties in the Information and Referral Services Unit. The Information and Referral Services Unit is responsible for providing a myriad of services, both directly and indirectly to people with disabilities who live in and visit Chicago. MOPD promotes total access, full participation and equal opportunity for people with disabilities of all ages in all aspects of life.

### **DUTIES:**

- **Receive and provide services in a fast paced environment to walk-in and phone clients who have a variety of disabilities which may include, but are not limited to: physical, mental health, substance abuse issues, and/or developmental disabilities.**
- **Provide information services, and direct services which include assistance with completing RTA/PACE applications, advocacy, practical assistance and short-term counseling, resource research, and conducting in-home client visits.**
- **Complete data forms and maintain statistical data on service delivery provided.**
- **Perform clerical tasks such as filing, inventory control, data entry, and mailings.**

**HOURS:** 35 hours per week minimum

### **SALARY**

**\$8.75/hour for college freshman and sophomores;**

**\$9.50/hour for college juniors, seniors and graduate students.**

**Salary is based upon grade level completed at the time of application.**

**NOTE: This is a temporary summer position.**

### **Qualifications**

Must be a student in good academic standing currently enrolled in an accredited college, university, or law school *OR* a student in good academic standing currently enrolled in an accredited business or data processing/information technology school. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

**(Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in an AA, BA, MA, or JD degree program.)**

**PREFERRED QUALIFICATIONS:** Any level undergraduate enrolled in a bachelor level program (at a nationally or regionally accredited college or university) majoring in Counseling, Rehabilitation, Social Work, or a comparable Human/Social Services degree program.

**SKILLS DESIRED:** Oral communication skills and ability to provide services to people with disabilities in a variety of situations. Basic proficiency with computer software (i.e., Microsoft Suites) and utilizing the Internet. Ability to research and analyze resource materials. Ability to work in a group setting, willingness to accept direction/re-direction. Ability to maintain professional and appropriate behavior. Ability to simultaneously prioritize/complete a variety of tasks in a fast paced environment.

**NOTE:** At the time of application, you must attach a resume, current transcripts (or letter of acceptance if first term freshman or first term graduate student), a current letter of enrollment verification from the

school's registrar/dean confirming enrollment (or National Student Clearinghouse Proof of Enrollment Certificate), and grade level in order for your application to be considered complete. You must be enrolled in school (with the exception of academic breaks) throughout your internship if you are selected.

**APPLICATION PERIOD: Monday, April 18, 2011 through Monday, May 2, 2011**

**NOTE: Only applicants who submit all the required documents (resume, transcripts, & enrollment letter) AND hit the "Submit" button at the end of the online application will have a complete application and will be considered for a position. Employment applications lacking the required documentation will not be considered.**

**RESIDENCY REQUIREMENT:** Interns must live within City of Chicago limits during their work assignment. Proof of residency will be required at the time of employment.

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

**If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY: 312-744-5035. You may be required to provide information regarding your request.**

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**City of Chicago is an Equal Opportunity/Affirmative Action Employer**

**City of Chicago**  
Richard M. Daley, Mayor

**Department of Human Resources**  
George H. Arteaga, Commissioner

**Job Posting**  
: 2011-Apr-18 |  
**Closing Date (Period for Applying) - External**  
: 2011-May-02  
**Bargaining Unit**  
: 09 |  
**Starting Pay Rate**  
: \$8.75/Hourly

## **City of Chicago STUDENT INTERN - CHICAGO DEPARTMENT OF AVIATION - VARIOUS DIVISIONS**

**Job Number:**  
**CDA-0404-2011**

**Description**

### **STUDENT INTERN**

To apply and for more info: <https://chicago.taleo.net/careersection/100/jobdetail.ftl?job=38720>

### **JOB ANNOUNCEMENT**

#### **Chicago Department of Aviation - Various Divisions**

The Chicago Department of Aviation is seeking an intern to assist with various duties in divisions through both O'Hare and Midway airports. As an intern, you will gain a unique insight into the workings of city government. The ideal student is highly motivated and is dedicated to improving public service.

## **DUTIES**

- perform various administrative functions to support program activities;
  - compile and tabulate statistical data and research and collect information for inclusion in studies and reports;
  - research and draft policy proposals;
  - use various software packages to type documents, create spreadsheets and maintain databases;
  - provide general information regarding programs and services to the public;
  - review and process applications for programs and services and explain program requirements to applicants;
  - maintain records and prepare work activity reports; perform various office clerical functions;
  - participate in the organization, set-up and administration of special events and program activities;
- and
- perform related duties as required.

## **VACANCIES: 18**

- 4 - Aviation Security at O'Hare Airport
- 1 - Capital Finance at O'Hare Airport
- 1 - Commissioner's Office at O'Hare Airport
- 1 - Contracts at O'Hare Airport
- 2 - Design and Construction at O'Hare Airport
- 1 - Environment
- 1 - Finance at O'Hare Airport
- 1 - Human Resources at O'Hare Airport
- 1 - Information Technology at O'Hare Airport
- 1 - Intergovernmental Affairs at O'Hare Airport
- 1 - Marketing at O'Hare Airport
- 2 - Operations at Midway Airport
- 1 - Operations at O'Hare Airport

## **SALARY**

\$8.25/hour for college freshman

\$9.00/hour for college sophomores

\$10.00/hour for college juniors,

\$11.00/hour for college seniors and

\$12.00/hour for graduate and law students.

Salary is based upon grade level completed at the time of application.

## **NOTE**

This is a temporary position.

### **Qualifications**

**MINIMUM QUALIFICATIONS:** Must be a student in good academic standing currently enrolled in an accredited college, university, or law school **OR** a student in good academic standing currently enrolled in an accredited business or data processing/information technology school. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading **scale or a 3.5 on a 5.0 grading scale.** **(Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in an AA, BA, MA, or JD degree program.)**

**PREFERRED QUALIFICATIONS:** Each division listed above has a preference of baccalaureate or graduates students majoring in studies related to the function of the division which include one or more of the following: Accounting, Advertising, Aviation Management/Flight Programs, Building Construction, Business Administration, Business Management, Civil Engineering, Communications, Criminal Justice, Electrical Engineering, Environmental Sciences, Finance, Financial Auditing, Graphic or Web Design, Human Resources, Information Technology, Law, Law Enforcement, Marketing, Mechanical Engineering,

Political Science, Sciences (Biological, Chemical, Physical), Public Administration/Public Policy and/or Public Relations.

**NOTE: At the time of application, you must attach a resume, current transcripts (or letter of acceptance if first term freshman or first term graduate student), a current letter of enrollment verification from the school's registrar/dean confirming enrollment (or National Student Clearinghouse Proof of Enrollment Certificate), and grade level in order for your application to be considered complete. You must be enrolled in school (with the exception of academic breaks) throughout your internship if you are selected. Failure to attach these required documents will result in an incomplete application and you will not be considered for the position.**

**NOTE:** To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**RESIDENCY REQUIREMENT:** Interns must live within City of Chicago limits during their work assignment. Proof of residency will be required at the time of employment.

**APPLICATION PERIOD:** Monday, April 4, 2011 through Monday, April 18, 2011

**NOTE: Only applicants who submit all the required documents (resume, transcripts, & enrollment letter) AND hit the "Submit" button at the end of the online application will have a complete application and will be considered for a position. Employment applications lacking the required documentation will not be considered.**

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

**If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY: 312-744-5035. You may be required to provide information regarding your request.**

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**City of Chicago is an Equal Opportunity/Affirmative Action Employer**

**City of Chicago  
Resources**  
Richard M. Daley, Mayor  
Arteaga, Commissioner

**Department of Human  
George H.**

**Job Posting**  
: 2011-Apr-08 |  
**Closing Date (Period for Applying) - External**  
: 2011-Apr-22

**Starting Pay Rate**  
: \$8.25 - \$12.00 / hourly

# AT&T-Student Intern I – 1111825

## Description

Participate in a 10-week Sales Internship Program in AT&T's Global Enterprise Solutions (GES) organization. Learn and develop professional sales skills and sales process in the mobility and wireline solutions industry focused on the business marketplace. Participate in both formal and on-the-job training. Perform sales and sales-related functions in a GES sales office including sales/account planning, market research & analysis, sales funnel analysis & reporting, proposal development, and direct customer interface. Utilize sales support tools such as ECRM and funnel management tools. Participate in both AT&T Business Solutions and GES-wide learning and program calls.

Candidates must be completing their junior-year in a 4-year college/university by May 2011, strong academic performance, demonstrated leadership in roles within and out of school, and a strong interest in Sales as a career.

Interns that demonstrate strong performance and potential may be offered a full-time sales position upon their graduation in May 2012.

## Additional Responsibilities:

- Assist with developing and ordering support materials, including Point of Sale and Giveaway items
- Process invoices for events
- Provide feedback on results
- Be on-site during events
- Support new AT&T store Grand Openings - manage activities with support from manager
- Assist with scheduling radio remotes
- Update/maintain Marketing Calendar of events
- Provide additional Marketing support on an as-needed basis
- This position will be based in Morristown, NJ but requires travel throughout New York City, Northern New Jersey and Long Island

## Required Qualifications:

- Must be in the process of pursuing a 4-year degree
- Must be proficient using Microsoft Office products including Word, Power Point, Excel and Outlook
- Must possess both outstanding written and oral communication skills
- Ability to clear a criminal background check, driver's license check and drug test
- The successful candidate will be able to perform the following with or without reasonable accommodation:
  - Ability to operate a personal computer, wireless equipment, copier and fax
  - Ability to work flexible hours, which will vary based on event support
  - Ability to work in the evenings and on the weekends
  - Ability to lift up to 50 pounds during event set-up
  - Ability to travel within New York City, Northern New Jersey and Long Island

## Desired Qualifications:

- Marketing, Business or Public Relations major

AT&T is an Affirmative Action/Equal Opportunity Employer, and we are committed to hiring a diverse and talented workforce. EOE/AA/M/F/D/V

## Job

- College

## Primary Location

- IL-Chicago

## Schedule

- Full-time

## Shift

- Day Job

## Employee Status

- Temporary

# Performics 2011 Summer Internship

**Location: Chicago**  
**Job Code: 120**  
**# of Openings: 7**

## Description

<b>Position Title:</b>	2011 Performics Summer Internship Program
<b>Reports To:</b>	Department Lead (TBD)
<b>Department:</b>	Various Departments at Performics
<b>Location:</b>	Chicago

## About Performics:

As Publicis Groupe's lead performance marketing agency, we draw upon more than a decade of search expertise to deliver performance marketing solutions that engage and deliver consumers. Performics integrates the art & science of Performance Marketing to optimize digital actions that accelerate brand engagement, participation, leads & sales. As a strategic partner, we have an intense focus on our clients' success & are willing to put skin in the game to prove it; more than 25% of Performics' revenue is derived directly from client ROI.

Our performance specialists are certified experts & recognized thought leaders who apply the fundamentals of search to create performance-based marketing programs across channels & devices. Their proficiency in paid search, SEO, feeds, social, display, mobile, & affiliate empowers our clients to make smart decisions about their digital spend & increase ROI.

Headquartered in Chicago, Performics also has locations in Atlanta, New York, Los Angeles and internationally.

## Description:

Our people are at the top of their industry — inspiring innovation, creativity and results. We're artists, analysts, technologists, writers, and producers. We're passionate, creative, thoughtful, and above all, we are committed to our clients, inspired by their customers, excited by change, and fueled by a passion for collaboration and bold invention.

If you're considering a career in search engine marketing, search engine optimization, paid search marketing, interactive, brand management, or programming and want to gain first-hand knowledge of what it's like to work in a leading agency, we have an opportunity for you!

This is a 10 week paid internship. Candidates may receive full-time offers of employment at the completion of the internship depending on performance and business needs.

Please visit our website at [www.performics.com](http://www.performics.com) for more information about our company.

## Overall:

Must be a US citizenship or have a work permit

Candidates should be able to commit to a full-time schedule for the duration of the program

Must possess excellent communication and organizational skills with the ability to multi-task and prioritize

Proficiency in Microsoft Office and Excel strongly desired

**Education:**

Must be a recent college graduate with a cumulative GPA average of 3.0 or higher

**Ideal Candidates Are:**

Passionate about creating and building brands and companies

Idea generators - inspired by culture, arts, popular trends – who live to break new ground

Collaborative workers, with a bent for client-service business

Eager to learn, not afraid of new challenges, and willing to work hard while having fun

Well organized, detail oriented, and able to prioritize tasks and manage time

Articulate in overall thought expression (written or verbal)

Able to adapt to any situation; the person everyone wants on their team

Positive role models

**Program Options:**

We have internship opportunities in the following departments:

**Search Engine Optimization (SEO)**

The SEO (Natural Search) Intern is responsible for assuring flawless reporting and analysis to support the successful management of client programs. This intern will also get the opportunity to be responsible for flawless execution of client-specific link building strategies. Tasks include researching websites and contact information, outreach via email and phone, follow-up, record keeping and reporting. They will also work on video production and create an SEO video training library.

**Search Engine Marketing (SEM)**

The SEM (Paid Search) Intern is responsible for supporting client accounts towards stated client and company objectives. This intern provides assistance to internal client service teams, and at the direction of account manager/director, initiates and coordinates projects working with other internal departments. These interns will also help improve efficiency on the new business team by assisting with research, content development and administrative tasks. They will also Organize content (Case Stories, Archived RFP/RFI responses, target verticals/clients etc.)

**Web Design**

The Web Design Intern will partner with strategists and designers to create web and mobile experiences to improve customer engagement online. The individual will have exposure to campaign planning and optimization techniques to increase paid media performance, specifically paid search. We're looking for a curious individual who can think critically and is interested in learning how and why designs are or are not working.

**Marketing**

As part of a dynamic Marketing team, the Marketing Communications Specialist will work in collaboration with Client Services, New Business and Product teams to develop compelling content and vertical-specific communications/materials to differentiate Performics. This position requires exceptional writing skills and an ability to manage multiple projects. This intern will get the opportunity to update blog/website and Twitter/Facebook feed, track and aggregate press mentions, help organize all old graphics files and reorganize sales tool kit

among other day to day responsibilities.

### **To Apply:**

Interested candidates who meet the **minimum qualifications** should send their resumes and cover letters to [kelly.nutile@performics.com](mailto:kelly.nutile@performics.com), along with a short paragraph to the following essay question: **"Describe a new feature of a search engine that you would like to see created. Talk about what it would do, look like, and how it would benefit marketers."**

**Please indicate the position title for which you are applying in the Subject Line.**

## **DISNEY**

### **Undergraduate Intern Radio Disney Promotions Chicago Summer 2011**

The Disney ABC Television Group is home to all of The Walt Disney Company's worldwide entertainment and news television properties. The Group includes the ABC Television Network (including ABC Daytime, ABC Entertainment Group and ABC News divisions); the Disney Channels Worldwide global kids' TV business, ABC Family and SOAPnet; as well as television distribution divisions Disney | ABC Domestic Television and Disney ABC ESPN Television. The Disney/ABC Television Group also manages the Radio Disney Network, general interest and non-fiction book imprint Hyperion, as well the Company's equity interest in A&E Television Networks.

For a summary of our different business areas visit [www.disneyabctv.com](http://www.disneyabctv.com)

#### **Description:**

The Promotions department at [Radio Disney AM 1300 - Chicago](#) offers an exciting paid internship program, providing a focused, driven student with a hands-on opportunity working in the entertainment industry.

The position is part time (20 hours per week) during the summer and assignments will last approximately 10-12 weeks.

#### **Internship Description:**

- **Support both the Sales and Promotions Departments**
- **Assist Account Executives with client research**
- **Pitch preparation and promotional recaps**
- **Keep internal reports and research up to date**
- **Assist with event preparation including but not limited to: game preparation, promotional material design and preparation and venue logistics..**

#### **Qualifications:**

The candidate should be proficient in Microsoft office platforms, especially Word, Excel and Powerpoint. The candidate should also be detail oriented and able to manage several ongoing projects at one time.

#### **Eligibility:**

This program is open to all undergraduate students who are currently pursuing a bachelor's degree. Students must have completed their sophomore year and must be returning to school on their next term to be eligible. Hiring decisions are based on your field of study,

past work/internship experience, and extracurricular activities. Strong consideration will be given to students with a demonstrated interest in the entertainment industry.

**Location:** Chicago, Illinois. Students must provide their own housing and transportation.

**Compensation:** Intern positions are paid employment opportunities plus a 20% merchandise discount.

**Application Procedures:** Submit a resume and cover letter. The cover letter should contain your professional areas of interest and experience and how you would benefit from an internship with The Disney ABC Television Group.

**Keyword:** DATG Internships

**Req ID:** 294470

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**To apply and for more information:**

<http://careers.disneyabc.jobs/us/illinois/internships/jobid1381772-undergraduate-intern-radio-disney-promotions-chicago-summer-2011>

## Urban Outfitters

### Visual Display Internship for Summer 2011

#### Tracking Code

3899

#### Job Description

Anthropologie seeks bright, motivated individuals for a Summer Internship position with our visual team. Take advantage of unparalleled learning opportunities within our small, highly creative team.

Interns will be encouraged to participate in all aspects of our visual and display program and be given substantive roles in activities that may include: creating and maintaining display, assisting in completion of visual objectives and upholding the overall aesthetic of the store.

**Applicants must receive college credit for this internship. (do not apply otherwise)**

Required Skills:

\*Candidates must be a student at accredited school that allows intern work experience for school credit.

\*Candidates must have some weekday (M-F) availability

\*Candidates must be passionate about fashion and home design, and express interest in learning about the retail industry.

\*Candidates must be detail oriented, independent workers with strong communication, organization and display skills.

\*Must have knowledge of various textiles and materials as well as familiarity with power tools, basic construction techniques, and installation.

\*Knowledge of a variety of artistic media including painting, drawing, sculpting, sewing, and experience in manipulation of materials is highly beneficial.

**Please apply in person at the Anthropologie store located at 111 E. Chicago.**

**Job Location**

Chicago, IL, US

**Position Type**

Intern

## Great American Insurance Group

### INTERN

<b>Job ID:</b>	13267	<b># Positions:</b>	1
<b>Location:</b>	US-IL-Chicago	<b>Posted Date:</b>	1/10/2011
<b>Category:</b>	Underwriting - Other	<b>Position Type:</b>	Seasonal/Temporary
<b>Travel Percentage:</b>	..		

**Job Information:**

**Overview:**

Great American Insurance Group's roots go back to 1872 with the founding of its flagship company, Great American Insurance Company. Based in Cincinnati, Ohio, the operations of Great American Insurance Group are engaged primarily in property and casualty insurance, focusing on specialty commercial products for businesses, and in the sale of annuities and supplemental insurance products. The members of the Great American Insurance Group are subsidiaries of American Financial Group, Inc. (AFG), also based in Cincinnati, Ohio. AFG's common stock is listed and traded on the New York Stock Exchange ("NYSE") and Nasdaq under the symbol("AFG").

Trying to determine the perfect career for you? Great American offers a variety of programs for both college students and recent college graduates who are looking to join a specialty insurance leader! If you are seeking a career in a challenging work environment and looking for opportunities to grow and develop, Great American may be the place for you. You will be encouraged to share your ideas, pursue industry certification and expand your knowledge in the areas that interest you most.

**Responsibilities:**

We currently have an internship available in our downtown Chicago, IL office. Students with an interest in the field of business, finance, risk management and insurance are encouraged to apply. Requirements include current enrollment in an accredited college or university with a major in such areas as business administration, finance, economics, statistics, communications, or risk management and insurance with an overall GPA of 3.0 or higher.

**Qualifications:**

Duties will include administrative assignments, participation special projects as assigned and the opportunity to develop an understanding of underwriting guidelines as well as policy language.

***Students must be able to work part-time starting in the spring 2011, 30-40 hours during the summer 2011, and continue working part-time Fall 2011. During school this person must be***

*available 10-15 hours per week.*

**Apply for this job: <https://jobs-gaia.icims.com/jobs/13267/job?&sn=Indeed&?mode=apply&iis=Indeed&iis=Indeed>**

## MTV Network Careers

**Title: Ad Sales Assistant-Chicago (recent grads with media internship experience)**

**Location: Chicago, IL – 401 N. Michigan Ave.**

**Company : MTV Networks**

**Channel: MTV**

### **Description**

This position is in Chicago. Please note we are not relocating candidates at this time. We require a bachelors degree for this position. You must have your degree to be considered.

The Sales Assistant is an entry level position in our Ad Sales group for the Music cluster. The Sales Assistant supports the Account Executives with inputting ad orders, keeping track of inventory and assisting with PowerPoint presentations. We are seeking recent graduates with previous media--ad sales/ digital internship experience.

Candidates must be strong in Excel and be great multi-taskers. An interest in the digital ad sales space is preferable. Familiarity with our sites is a plus. We are seeking recent graduates with previous media--ad sales/ digital internship experience. Candidates must be strong in Excel and be great multi-taskers. An interest in the digital ad sales space is preferable. Familiarity with our sites is a plus.

### **Key Responsibilities:**

- . Download client orders
- . Responsible for desk maintenance, account maintenance and revenue
- . Establish strong relationships and act as a liaison with agency
- . Schedule flighting and program changes
- . Coordinate client brand allocations
- . Assisting the Account Executives with prospecting for key new business clients
- . Research and analysis of key information related to new business prospects (annual reports, Lexus/nexus, competitive spending)
- . Research/development of sales presentations for managers
- . Coordinate proofing, typing and composing of proposals/presentations
- . Maintain managers contact lists, complete expense reports

### **Requirements:**

- . Excellent oral and communication skills; professional phone skills, excellent attention to detail
- . Strong organizational skills, ability to prioritize work under pressure.
- . Strong interpersonal skills; ability to work both with internal and external contacts.
- . Internship experience at a media company in ad sales/ marketing or digital
- . Administrative experience and proficiency in Microsoft Word, Excel, Outlook and Powerpoint.

**For more information and to apply:**

<http://tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=MTVNETWORKS&cws=1&rid=1565&source=Indeed.com>

# BELVEDERE TRADING LLC

## Summer Intern - Trader Trainee

**ID:** 25

**Title:** Summer Intern - Trader Trainee

**Department:** Trading Intern

**Location:** Chicago

**Description:** Summer Internship – Trader Trainee

*\*No visa sponsorship is available for this position*

*\*All college students' GPA must be on resume for consideration*

### Job Description:

Belvedere Trading is seeking qualified individuals for the paid position of Summer Intern – Trader Trainee. This position will provide a great opportunity to learn option theory, market making and the business of options management and trading. We feel the greatest way for individuals to get the best experience is through emersion, experience and training. Our 10-14 week summer program is viewed as an extended job interview as we view our interns as potential full time hires. Those individuals that contribute to the company, learn the importance of intensity and show a strong desire to work in the trading industry are the types of individuals Belvedere Trading employees.

Daily responsibilities of an intern include clerical duties combined with continuous hands-on training, similar to that of a permanent Trader Trainee with Belvedere Trading

Clerical duties include position management, trade checking, order execution, and trade reconciliation.

Assisting electronic traders and floor traders

The training includes education in interest rates, option valuation, hedging, portfolio analysis and mock trading.

Working alongside all levels of Senior Traders, Trader Trainees and Managing Partners

### Job Qualifications:

- We welcome students with any major to submit resumes but applicants should possess **strong** quantitative skills and enjoy working in a challenging, fast-paced environment.
- Candidates must communicate effectively and work well in a team environment.
- Demonstrates participating in competitive activities along with strategic game playing.
- No prior knowledge of financial markets is necessary but students should be very interested in learning about proprietary trading.

### Gained Experience:

- Dealing with challenges
- Exposure to finance industry
- Enjoy our culture
  - Events
  - People
  - Intensity
- Impact on Belvedere Trading
- We get to know you!

**For more information and to apply:**

<http://www.applicantstack.com/client/belvederetrading/x/detail/a2sa4x0uky9i/d1>

## Heartland Housing Development Project Intern

## How to apply

To learn more about this position and to apply, please visit:

<http://www.heartlandalliance.org/whoweare/careers/search-careers.html>

Please note that we do not consider resumes sent by email, fax or postal mail.

### THE ORGANIZATION

Heartland Alliance for Human Needs & Human Rights helps people living in poverty or danger improve their lives and realize their human rights. From a refugee fleeing violence and torture to a public housing resident trying to escape the cycle of poverty, Heartland Alliance helps people in the toughest of circumstances—who often have no place else to go. For more than 100 years, Heartland Alliance has provided hope, opportunity, and solutions—through both services and advocacy. Our work spans across four key areas, creating paths from crisis to stability and on to success: Housing, Health Care, Economic Security, and Legal Protection.

### THE PROGRAM

Heartland Housing is a leader in developing and managing affordable housing in the Midwest. As Heartland Alliance's housing division, Heartland Housing has developed and managed more than 1,000 affordable homes across the Chicago region and Midwest since our founding in 1988. Our experience has helped us perfect the art of balancing solid property management with programs that create opportunities for residents. As a result, our work not only sparks community revitalization but also creates stable lives and homes.

### THE POSITION

This is a Part-time internship (working approximately 16 hours/week) during the summer and academic school year. The Development Project Intern will provide support for the activities of the Associate Directors of Real Estate Development related to the planning and development of multiple affordable/supportive housing projects. This position will provide administrative support, technical research, proposal writing, and grants management for multiple development projects.

Essential Duties and Responsibilities:

- Researches, conducts fieldwork and compiles due diligence for proposed development sites/buildings.
- Researches funding opportunities, including green development programs.
- Assists with the preparation and maintenance of predevelopment budgets and proformas.
- Supports the preparation of applications and grants for predevelopment, acquisition and construction financing, including technical research, best-practices research, content analysis and interpretation, technical writing, editing and proposal submission.
- Assists with applications and securing of local government approvals, such as zoning and building permits.
- Researches and collects bids for third party reports required for developments.
- Assists with the monitoring of construction activities.
- Assists with the maintenance of the project budget, including construction payment packages.
- Prepares materials for and participates in internal, client and community meetings with the Associate Directors of Real Estate Development.
- Prepares meeting minutes.
- Researches innovative and best model housing development practices.
- Assists with the production of progress, data and/or policy reports.
- Supports office hard and electronic filing system.
- Works on special projects related to program development.
- Performs other duties as assigned.

### REQUIREMENTS

- Education and/or Experience: Must be affiliated with a college or university, as a current undergraduate or graduate student in real estate development, urban planning, public policy, architecture or other relevant field.
- Other qualifications: Excellent organization and communication skills. Must be detail-oriented and have the ability to multi-task.
- Preferred Qualifications: Experience with affordable housing finance programs, such as low-income housing tax credits. Experience working with local municipal development regulations, such as land use and zoning. Eligible for Federal Work Study Program.
- Language Skills: Superb oral and written communications skills in English.
- Computer Skills: Highly proficient with Microsoft Office suite.