

## Compliance Intern



<b>Target Majors:</b>	General Business; Finance
<b>Intern Assignment:</b>	Compliance Intern
<b>Job Address:</b>	245 Summer Street, Boston
<b>Is Location MBTA Accessible?</b>	Yes
<b>Hours Per Week:</b>	25 Hours / Week
<b>Preferred Days of Week:</b>	Negotiable
<b>Work Hours:</b>	Under the discretion of the hiring manager
<b>Pay Rate and Travel Stipend:</b>	\$15.00 / Hr + Travel Stipend

### Company Overview:

Fidelity Investments is one of the world's largest providers of financial services. Fidelity offers investment management, retirement planning, brokerage, and human resources and benefits outsourcing services to more than 20 million individuals and institutions, as well as thousands of financial intermediary firms. Fidelity is the largest mutual fund company in the United States, the No. 1 provider of workplace retirement savings plans, the largest mutual fund supermarket, a leading online brokerage firm and one of the largest providers of custody and clearing services to financial professionals. For more information about Fidelity Investments, visit [www.fidelity.com](http://www.fidelity.com).

### Department Overview:

Internships within AMC play a beneficial role in advancing the team's success and providing important learning opportunities to students. Individuals serving in these positions are recognized by their colleagues as key members of their group, department, or organizational team. You will have the opportunity to deal directly with team members, management and business partners. Your excellent communication skills will be constantly put to the test, as will your ability to handle multiple tasks simultaneously as you serve as a focal point of a dynamic, fast-paced business environment.

### Job Description:

- Organization and documentation of compliance policies and procedures
- Organization and documentation of risk assessments
- Organization of due diligence materials for 3<sup>rd</sup> party investment advisers
- Development and maintenance of SharePoint sites for key business projects
- Recordkeeping projects and processes for business unit materials
- Coordination of meetings within AMC and/or business partners
- Creation of reports and high quality presentations utilizing Word, Excel and PowerPoint
- Editing and proofing memos and written correspondence

- Special projects and other support of the group, as needed

### **Basic Qualifications**

- Ability to maintain a high level of confidentiality
- Proficiency in Microsoft Office software preferred (Word, Excel, PowerPoint, SharePoint and Outlook)
- Good writing and grammatical skills (i.e. for generating and editing memos)
- Must be extremely detail-oriented and possess strong communication and organizational skills
- Strong ability to multi-task, react and think quickly
- Self-starter with strong sense of ownership and involvement is critical
- Ability to seek clarification or assistance, when needed
- Willingness to get involved with the work of the larger team