



## CORPORATE ACTIONS INTERN

<b>Target Majors:</b>	All majors
<b>Intern Assignment:</b>	Corporate Actions Intern
<b>Hiring Manager:</b>	Kaitlyn Quinn
<b>Job Address:</b>	John Adams' Bldg., 1776 Heritage Drive, Quincy MA, 02171 or the Channel Center, 1 Iron Street, Boston, MA
<b>Is Location MBTA Accessible?</b>	Yes, it is on the red line (Broadway or North Quincy stops)
<b>Hours Per Week:</b>	20 hours/week
<b>Preferred Days of Week:</b>	Monday through Friday
<b>Work Hours:</b>	flexible
<b>Pay Rate and Travel Stipend:</b>	\$15.00/hour + travel stipend

**Company Overview:** State Street Corporation (NYSE: STT) is the world's leading provider of financial services to institutional investors including investment servicing, investment management and investment research and trading. With \$24.37 trillion in assets under custody and administration and \$2.09 trillion in assets under management at December 31, 2012, State Street operates in 29 countries and more than 100 geographic markets and employs 29,660 worldwide.

### **Job Description:**

Through the use of existing, clearly defined procedures and in compliance with regulatory guidelines, incumbents are responsible for operational duties such as performing or processing transactions via State Street or industry technology platforms as well as researching routine or tactical issues through interaction with team members, managers, and other internal groups. Other duties may include:

- Researching client inquiries
- Responding to standard internal client requests
- Identifying and researching problem transactions (i.e., data quality, processing, etc.) to assist in completing and documenting the resolution according to business unit standards. May also assist in communicating the resolution to appropriate parties
- Adhering to established operating, risk, and compliance controls and standard operating procedures
- All work is subject to review by others

### **Basic Qualifications**

- Available to work part-time (20 hours a week)
- Proficient with the use of a PC with working knowledge of MS Office applications, especially Excel.
- Able to prioritize assignments under tight deadlines with good organizational and interpersonal skills
- General interest in the financial services industry, and financial securities language

#### **(training to be provided)**

- Detail oriented, reasoning, problem solving, and basic analytical skills
- Good written and verbal communications skills to effectively communicate with internal contacts
- Asks questions, checks for understanding, provides explanation clearly and concisely
- Works co-operatively with others to achieve team goals
- Builds stable and useful working relationships