

# Say Yes Buffalo Internship Opportunity

Position: **Summer Intern**

**Organization Name:** Citi

**Location:** Getzville, NY

**Website:** citi.com

**Organization Description/Profile:** Citi, the leading global bank, has approximately 200 million customer accounts and does business in more than 160 countries and jurisdictions. Citi provides consumers, corporations, governments and institutions with a broad range of financial products and services, including consumer banking and credit, corporate and investment banking, securities brokerage, transaction services, and wealth management. Our core activities are safeguarding assets, lending money, making payments and accessing the capital markets on behalf of our clients.

**Internship Title:** Summer Intern

**Internship Duties and Responsibilities:** Selected interns will be placed on an assignment within one of the two groups detailed below:

- **Finance:** The Finance Division is the guardian and communicator of key financial information and controls. As a partner with Citi's various businesses, Citi Finance drives business franchise and legal entity decisions on capital planning, liquidity, budgeting, tax, strategic direction and policy management.
- **Markets Operations:** Markets Operations supports and manages the settlement, processing and accounting departments for Global Markets. Markets Operations is responsible for clearing, settling and booking securities business using a timely, cost efficient, scalable and controlled process. The key focus of Markets Operations is to continue to enable new products, new business and ever-expanding volumes, whilst eliminating errors and avoiding losses.

## **Minimum Requirements**

- Say Yes Scholar in good academic standing; **all majors are encouraged to apply**
- **Minimum GPA of 3.3 required**
- **Current Junior or Senior**
- Strong work ethic, driven to succeed
- Effective written and oral communication skills
- Strong analytical skills and high energy level
- Experience in Microsoft Word & Excel

**Intern takeaways:** As a Summer Intern, you will get the chance to contribute as a member of the team to which you are assigned and have responsibilities similar to a first year professional. **Citi utilizes the Summer Internship Program as a primary source for hiring full-time professionals!**

**Duration of employment:** This program will span 10 weeks beginning June 3<sup>rd</sup> and ending August 9<sup>th</sup>. This is a full-time opportunity that is Monday – Friday.

**Compensation:** Rate of pay will be discussed with applicants during the interview process. Any determination regarding academic credit will be made by the intern's academic department.

**To apply:**

1. Visit Citi's online career site at [jobs.citi.com](http://jobs.citi.com). Click Search jobs and under job reference number **18056638**.
2. Include that you are a Say Yes scholar in your resume and/or cover letter.
3. Inform Johanna Caplan at [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org) once your application is complete. **This is to ensure that your application is appropriately flagged as a Say Yes scholar.**

**\*Please note:** Before you begin your online application, we *strongly* encourage you to submit your resume and cover letter to [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org) for professional review.

**Deadline:** October 12, 2018