

Say Yes Buffalo Internship Opportunity

Position: **Operations Intern**

Organization Name: Citi

Location: Getzville, NY – **Transportation assistance is available if needed**

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 Duties and Responsibilities:

- **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 preferred**
- **Current Junior**
- Strong work ethic, **desire to work in the business sector**
- 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 3rd and ending August 9th. 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: Submit your cover letter and résumé to buffalointernships@sayyestoeducation.org. **Please note:** Say Yes staff may reply with edits or suggestions for your résumé and/or cover letter. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Deadline: Applications are accepted on a rolling basis, which means students are hired on a rolling basis. Scholars are encouraged to apply as soon as possible.