

SAMPLE DESCRIPTION OF STUDENT POSITION

Student Position Title: **Student Associate**

Company Industry: **Finance**

Address of Primary Work/Study Location:

3625 24th Street

San Francisco, CA 94110

Supervisor 1

Name: Jane Doe

Title: Workplace Manager

Phone: 415-555-1234

Email: janed@samplefinanceco.com

If you have an additional supervisor, please complete:

Supervisor 2

Name:

Title:

Phone:

Email:

Primary Responsibilities:

- Shadow and learn about what all of our departments do, utilize this information to prepare material for new staff onboarding
- Learn both consumer and small business solutions and strategies and practice mock client interactions with Agents
- Support events team with event production through hands-on assistance with event set-ups
- Support workplace concierge services. This may include escorting people to conference rooms, helping with printing, managing inventory, and ad-hoc requests

Please share the desired characteristics and skills of your Student Associate(s):

- An interest in finance, confidence in math skills
- Passion for helping others
- Values being a great host and creating an environment of inclusivity and belonging for others
- Clear communication and appreciation for customer service
- Flexible, adaptable, team player, must be open to feedback