



Example of Intern, Compliance Job Description

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Our company is growing rapidly and is hiring for an intern, compliance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for intern, compliance

- Provide coordination, research, and project management support for compliance owners projects
- Policy research and drafting for certain policies
- Research assistance on Software-as-a service system suitable for Compliance and Ethics documentation
- Research on Employee Handbook best practices and development of plan to improve existing handbook
- Troubleshooting helpdesk for compliance training
- Ensure Conflicts of Interest language consistent across divisions
- Create program documentation
- Maintains document files
- Creates and maintains spreadsheets, documents and reports
- Approximately 10-20% travel will be required during the summer, based on the Compliance testing schedule

Qualifications for intern, compliance

- Qualified students must be skilled writers and be able to think critically
- Currently in school pursuing a degree in Information Security and or Law (preferred)
- Highlight any exceptions, resolve and document results
- Assist in the creation and monitoring of reports and metrics for AML tracking

- Ability to read and/or write Spanish or Portuguese