

## 2009 Undergraduate Internship Program

Conning's undergraduate summer internship program will run between May through August. The area supervisor will be responsible for providing hands-on, technical work experience and mentoring relationship to the student. Deadline for resumes is Friday, March 27, 2009.

### Student requirements for consideration:

- An academic major which aligns with the business area for which he/she is applying
- A cumulative 3.2 GPA or higher
- Matriculated student in their junior or senior year is preferred
- Exhibits motivation, organization and leadership skills
- Strong analytic skills
- Effective oral and written communication skills
- Initiative and involvement in school organizations and activities is preferred
- Work availability from mid-May through August (must work a minimum of 8 weeks)
- Eligible to work in the United States

### Technology

Relevant Major: IT degree program

The individual will work in our business systems group assisting with systems documentation. This individual will review various systems, then create and update technical systems documentation. Some documentation may also include drawing system and data flows in Visio. Updating internal Data Dictionary application for systems documentation; coordinate SQL Security review; and validating compliance with standard procedures. Exposure to small maintenance tasks in SQL 2005 such as coding SQL 2005 and updating programs. This individual should have excellent writing and analysis skills, knowledge of Microsoft SQL 2005 and Visio 2003 would be helpful but not required.

### Investment Accounting & Reporting

Relevant Major: Accounting or Finance

The individual will work in our investment accounting and reporting area. The individual will be responsible for the daily balancing and reconciliation of investment information between the custodian banks and our accounting system. The individual will prepare and analyze month end reporting packages that are sent to our clients that includes holdings, purchases, sales and earned income reports in addition to general ledger entries. The individual will also work with our portfolio managers and perform financial analysis relating to specific accounts. The individual should possess good communication skills and be able to work in a team environment. This is a great opportunity for someone to learn statutory, GAAP and tax accounting in addition to the financial markets and the impacts they have to our clients.

### Research & Consulting

Relevant Majors: Economics, Finance, Marketing, Management, or Statistics/Math

Individual will research state economic and demographic factors. Research will include expanding and populating research findings within our database. Individual must be a detail oriented, self-starter with excellent analysis and research skills, organizational skills and statistical knowledge. Individual will need to work with Excel, Word and Powerpoint.