



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

Title: Shareholder Services Intern

Department: Shareholder Services

Hours of Work: 40 hours

Category: Internship

FLSA Status: Non-Exempt

Salary/Grade Level: DOE

Date Approved: 3/2016

Reports to (Supervises/Liaison): Director of Shareholder Services

INTERNSHIP SUMMARY

This internship will be based at the Goldbelt Corporate Headquarters in Juneau, Alaska. It is offered as a career development opportunity to Goldbelt shareholders and descendants. The internship will provide the right candidate an opportunity to explore the field of Shareholder Services which also includes data management and shareholder/public relations.

Intern will work with the Director of Shareholder Services on various projects including coordination of data population to a new shareholder data base system. The Intern will also have the opportunity to learn other areas of, and assisting with special projects and shareholder events as needed. In addition, intern will receive exposure and some cross functional administrative experience with Shareholder Services.

Major Project: Under the guidance of the Director of Shareholder Services, the intern will be responsible for the collection of shareholder data to populate the shareholder data base and/or talent bank.

NECESSARY SKILLS AND KNOWLEDGE

- Excellent communication skills, both written and oral;
- Excellent computer skills – including Microsoft Office Suite;
- Excellent organization skills;
- Flexibility and motivation to work independently and within a team;
- Positive attitude and willingness to learn;
- Ability to maintain confidentiality of corporate records and information;

MINIMUM QUALIFICATIONS (education, experience, skills)

- Eligible for participation in Goldbelt’s Career Development Program;
- Working towards an Associate’s, Bachelor’s or graduate degree in Computer Science, Program Administration, Communications or other related fields;
- Must be available to work out of Goldbelt’s corporate office in Juneau for a minimum of 12 weeks.