



## **JOB DESCRIPTION**

**Title: Summer Intern (Paid)**

**Reports To: Director of Business Development**

### **Overview of Internship Position:**

The Ukrainian Selfreliance Federal Credit Union (UKRFCU) Summer Internship offers an opportunity to learn firsthand about the work of consumer financial services institutions. Interns will work at the headquarters of the UKRFCU and will learn about and participate in the day-to-day operation of one of the largest credit unions in the Philadelphia region. Interns will develop a basic understanding of the ways in which consumer financial services are provided. They will learn about the difference between banks and credit unions and how these differences affect the manner which credit unions conduct their business. Through the Credit Union's Board Member Shadowing Program, interns will also have the opportunity to meet and interact with members of the Credit Union's Board of Directors, learn about the careers of these professionals and develop the mentoring relationships that will help them advance their own careers after completing academic studies.

### **Duties and Responsibilities:**

1. During most of their 10-12 week employment, interns will rotate through various credit union departments, assisting bench marking research, risk management, and other credit union work. Interns will work with staff in credit union departments, assisting in day-to-day activities and will also be assigned one or more research projects with specific expected deliverables.
2. Interns will be expected to attend employee training programs and will have the opportunity to observe meetings of the Credit Union's Board of Directors.
3. Interns will spend up to 4 weeks "shadowing" members of the Board of Directors and/or Supervisory Committee in their "day jobs". The duration of shadowing assignments will vary, but the goal of the shadowing program is to allow interns to gain exposure to the day-to-day work life of various professionals who make up the Board of Directors of the credit union.
4. Another key component of the internship program is out-of-office assignments with Ukrainian-American community organizations. Interns will be expected to assist these organizations in performing needed clerical, administrative or other assignments and in the process to learn about the structure and functioning of the local Ukrainian-American community.

# Summer Internship Program | 2019

## Qualifications and Requirements

**WHO QUALIFIES:** College and University students who are members of the UKRFCU (must be enrolled in 2018-2019 academic year). Candidates will be selected based on the following criteria:

- Academic achievement.
- Involvement in Ukrainian community organizations and activities.
- Involvement in non-Ukrainian community organizations and activities.
- Demonstrated leadership potential.
- Demonstrated interest in pursuing a career in business, accounting, economics, risk management, finance, marketing and/or law.
- Recommendations provided by community leaders, employers and others.

**REQUIREMENTS:** Interested students must submit the following:

1. Completed application form (see next page of this package).
2. An essay (approximately 500 words) explaining why they should be chosen for the program.
3. Current resume.
4. Two letters of recommendation.

### TO SUBMIT AN APPLICATION PACKAGE:

- E-mail: Please send to: [info@ukrfcu.com](mailto:info@ukrfcu.com) with subject line: **2019 Internship**
- Mail to:  
Ukrainian Selfreliance Federal Credit Union  
Attn: Internship Program  
221 W. Street Road  
Feasterville, PA 19053

**Your application will not be reviewed until all requested information is received.**

*Ukrainian Selfreliance Federal Credit Union is an equal opportunity employer.*



Serving the Ukrainian Community of Philadelphia  
Обслуговуємо Українську Громаду Філадельфії

## Summer Internship Application

**Application Deadline: May 4, 2019**

Date of Application: \_\_\_\_\_

Name \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*Number/Street City State Zip Code*

Telephone/Email \_\_\_\_\_  
*Home phone Cell phone Email*

Name of College/University \_\_\_\_\_

Address of College/University \_\_\_\_\_

Name of Program or Major \_\_\_\_\_

### Applicant's statement

I certify that answers given herein are true and complete to the best of my knowledge, and that I fully understand the contents of this Application. I also certify that the information provided on the attached resume is also true to the best of my knowledge.

I understand that I may be required to provide a written report based on my experiences at the completion of my internship. I further understand that I will be provided with a written review and evaluation of my performance and experience which may be provided to my School/University.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

## DISCLOSURE OF INTENT TO OBTAIN A CONSUMER REPORT

In compliance with the Fair Credit Reporting Act, we hereby notify you that for employment purposes we may request a consumer report in connection with your application for employment. This report from a consumer reporting agency may include information bearing on your character, general reputation, personal characteristics, or mode of living, it is our normal practice to limit the consumer report to your current financial conditions, loans, and trade lines accurately.

This disclosure also is to inform you that our insurance company, CUNA Insurance, may also request a consumer report on you, which under normal practice will consist of your current financial loans and trade lines. The purpose of CUNA Insurance requesting a report will be for business insurance underwriting purposes. CUNA Insurance is not your employer or perspective employer and will not make any employment decisions relating to you.

### CERTIFICATION OF RECEIPT OF DISCLOSURE AND AUTHORIZATION TO OBTAIN A CONSUMER REPORT

I acknowledge that I have received a copy of the "Disclosure of Intent to Obtain a Consumer Report."

The Name and Address of the consumer reporting agency gathering the consumer report is:

EXEPRIAN, P.O. Box 2002, Allen TX 75013 – 888-397-3742 [www.experian.com](http://www.experian.com)

TRANS UNION, P.O. Box 1000, Chester, PA 19022 – 800-888-4213 [www.transunion.com](http://www.transunion.com)

EQUIFAX, P.O. Box 74021, Atlanta, GA 30374-0241 – 800-685-1111

I understand that I have the right to dispute with the consumer report any inaccurate information by directly contacting the agencies.

I voluntarily authorize you to obtain a consumer report regarding me in connection with my application for employment. I also voluntarily authorize CUNA Insurance to obtain a consumer report regarding me for employment purposes. I understand that CUNA Insurance is not my employer or prospective employer.

I understand and agree that I can revoke this authorization only in writing and the revocation will be effective only upon receipt.

Signature: \_\_\_\_\_

SSN: \_\_\_\_\_

Print Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Birth Information will be used by the consumer reporting agency to try and insure an accurate investigation. It will not be used in any employment decision. The Age Discrimination in Employment Act prohibit discrimination against persons 40 years of age or older.