

October 27, 2017



## **Janney Montgomery Scott LLC**

### **Summer 2018 Learning & Professional Development Internship**

Tracking Code 466-857 Job Description

Established in 1832, Janney Montgomery Scott LLC provides comprehensive financial advice and superior service to individual, corporate and institutional investors. A full-service, financial services firm, Janney is committed to understanding our client's needs and providing advice beyond investments. We are equally committed to building a diverse workforce and an inclusive culture. Janney Montgomery Scott LLC is an equal opportunity employer. It is the policy of the Company to provide equal employment opportunity to all employees and potential employees through a continuing program which prohibits discrimination of any type and to afford equal employment opportunities to all employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, citizenship, veteran status, sexual orientation or any other basis prohibited by federal, state or local law. As one of the country's largest and most respected regional firms, we pride ourselves on our ability to exceed the expectations of our clients and our employees.

As a Learning & Professional Development paid Intern, you will support the team with the creation and delivery of training and development projects and initiatives. You will assist the group in research, reporting, and meeting preparation, and aid in day-to-day operations. The Learning & Professional Development Intern will gain experience working in a bustling financial corporate environment and have the opportunity to work with and learn from a team of industry professionals.

Additionally, you'll work closely with the Learning Department to:

- Assist with meeting preparation (research speakers, create agendas, print and organize materials)
- Work with the Learning Management System to streamline and update learning courses and materials
- Help create training collateral, such as: brochures, agendas, PowerPoint templates, booklets, logos, illustrations, and handouts
- Miscellaneous projects may include researching and analyzing data, proofreading and writing copy, facilitating WebEx meetings, and providing onsite support at company events

**Internship hours: Flexible schedule of 20-35 hours per week, Monday through Friday**

Approved For Posting  
Office of Student Life

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**Required Skills**

- Experience using Microsoft Office (Word, Excel, PowerPoint)
- Experience with a Learning Management System (eLogic) is a plus but not required
- Experience using Adobe Photoshop, Illustrator and InDesign is a plus
- Strong oral and written communication skills
- Creative and highly motivated
- Strong attention to detail

**Required Experience**

- Pursuing a Bachelor's degree in: **Business Administration, Business Management, Marketing, Communications, Instructional Design, Graphic Design, Training/Organizational Development**
- Rising college juniors and rising college seniors (Graduating class of 2019 & 2020)

**Minimum GPA of 3.5**

Job Location Philadelphia, Pennsylvania, United States Position Type Full-Time/Regular

Apply at: [www.indeed.com](http://www.indeed.com)