

APPENDIX D:

Sample Job Description

Position: Procedures Analyst

Location: New York, New York

Term: 12 week internship

Start: June

About Us: XYZ Company is a leading technology company whose software platform enables and optimizes online advertising. We are looking for a summer intern to join our team in supporting our customers on the XYZ platform.

The main responsibilities are:

- Learn and implement policies and procedures
- Provide support on projects and operations that improve XYZ's processes and procedures
- Review client advertisements and websites to identify any potential issues
- Proactively communicate any current or potential issues to Project Manager
- Research current landscape and keep up to date with typical industry policies
- Support Project Manager in the execution of special client projects

Personal skills and attributes:

- Proficient with Microsoft Excel and PowerPoint
- Ability to learn quickly
- Exceptional organization, time management and problem solving skills
- Proactive and willing to take the initiative
- Strong attention to detail
- Collaborative teamplayer with a positive attitude
- Customer service mindset and willingness to go the extra mile to address a challenge