

Job Title of this Position	Office Assistant
Name of Organization	Ameriprise Financial
Website	
Job Location Address	22516 S.E. 64 th Place, Suite A110
Contact / Supervisor	Harry Johnson
Phone Number	425.654.4717
E-mail	Harry.l.johnson@ampf.com
<u>Hourly Pay Rate</u> (indicate a range)	\$12.00
Employment Period	Summer Only [<input type="checkbox"/>] Academic Year [<input type="checkbox"/>] Summer & Academic Year [<input checked="" type="checkbox"/>] (7/1/2008- 9/23/2008) (9/24/2008-6/12/2009) (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [<input checked="" type="checkbox"/>] part time program up to 19 hrs/wk [<input type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input type="checkbox"/>]

Nature of Business or Organization:

Ameriprise Financial is a Fortune 400 full service financial planning company. We serve our clients through a unique process we call Dream, Plan, Track helping them to reach their goals in areas such as Investments, Retirement, Protection Strategies and overall Financial Planning.

Duties and Responsibilities:

The office intern will: learn the business operations, learn the financial planning software, complete data entry, process inter-office communications, help maintain hard copy and electronic files, assist licensed financial advisors in day to day activities

Minimum Qualifications:

- A finance, economics, business or related area of study
- Solid understanding of computer is a plus
- Able to multi-task and prioritize items
- The ability to take ownership of projects, be well organized and a self starter

Educational Benefits:

The office intern will learn about the financial planning process, how a small business operates, deepen their awareness of financial strategies and recommendations, learn how to work in a small business environment and develop mentorship opportunities

(For Work Study Office Use Only)

JOB NUMBER _____ **65AMF01** **REIMBURSEMENT RATE:** **FEDERAL** ___% **STATE** **65** ___%