

Student Intern

The Firemen's Annuity and Benefit Fund of Chicago (FABF), the pension fund for the City of Chicago Firefighters is seeking part-time summer student intern(s) to perform manual labor and a variety of routine clerical duties involving the relocation of FABF's office this summer and the digitizing of records. Responsibilities include but are not limited to:

- Sorting and boxing documents in preparation for office relocation
- Scan member documents and input information into the Fund's database
- Scan and digitize Fund investment and accounting records.
- Review scanned documents for accuracy and legibility
- Run errands as requested by office staff, most often, but not limited to delivery of important documents to City Hall and law offices within the Loop.
- Experience first hand the inner workings of a City of Chicago pension fund, including benefit administration, investments and accounting.

Location: 20 South Clark Street, Chicago IL 60603

This is a temporary position. May through August. Work at least 15-30 hours per week within our office hours of 8:00am to 4:30 pm, Monday thru Friday. Flexible work schedule.

Qualifications:

- Must be a student in good academic standing currently enrolled in an accredited college, university, or law school OR a student in good academic standing currently enrolled in an accredited business or data processing/information technology school.
- Minimum Level of Education: Undergraduate Freshman

Knowledge, Skills and Abilities:

- Good customer service skills
- Good analytical and critical thinking skills
- Good organizational skills with attention to detail
- Good project management skills
- Willingness to ask questions

Salary \$13.50 per hour.

Please forward your resume to info@fabf.org by April 22, 2019.