Gain invaluable INDUSTRY EXPERIENCE with one-off INTERNSHIPS!

What is it?

Up to five (5) internships available!

Get a head start on your career with a one-off 6-month internship. Being awarded an internship by UNSW Co-op is an outstanding addition to your resume and an excellent opportunity for you to gain experience prior to graduation. The successful applicants will receive:
- $18,200 in total (paid via $698.08 fortnightly instalments, with balance paid on completion)
- a 24-week full-time placement beginning in 2018 offering 'real-world' industry experience, which is recognised on your UNSW AHEGS.

More information about the industry placement requirements can be found in the Internship Guidelines.

Eligibility

Applicants must be a permanent resident or Australian citizen and a full-time student currently enrolled in a COMMERCE program (single or dual-degree, ALL MAJORS welcome). A competitive candidate will have achieved a credit minimum in all courses and overall WAM. Some industry experience is preferable. Having met the academic and experience requirements, successful applicants are largely selected on their interpersonal skills and motivation.

If offered the internship, you must be prepared to:
- work 24 weeks full-time at any of the sponsor companies below
- be enrolled in an internship course*; and
- study no more than two additional courses (preferably one) in Semester 1 2018. [Please take into consideration whether this will affect your program completion date.]

* UOC applied to this internship subject will not count towards your degree, nor attract a HECS fee, but will allow you to keep your enrolment status as a full-time student at UNSW.

Internship Summary

- Value: $18,200
- Program: Commerce
- Co-op ProgID: COM-INT6S1
- Year in program: 2nd – 4th year
- Duration: 6 months
- Start date: Jan 2018
- End date: June 2018

Questions

If you have any further questions about the internship program, please contact our office. Once appointed, interns will be required to attend an Internship Briefing Session which will prepare you for the internship.

Application Form

Complete the application form online and upload as one merged document your
- Academic Statement
- CV

CLOSES: 5pm, Sunday 3rd December 2017

Contact Information

UNSW Co-op Program
Library Annex (F21)
P: +61 2 9385 5116
F: +61 2 9313 6774
E: coopprog@unsw.edu.au
W: www.co-op.unsw.edu.au
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Applicants need to be prepared to accept an internship with any of these sponsor companies:

Please indicate in your application which company/internship role you prefer.

POSITION DESCRIPTIONS

American Express - Intern role – Partnerships Coordinator, PCS

Reporting to the Director, Head of Partnerships, the Intern role (Partnerships Coordinator, PCS) is responsible for providing product and marketing support to the Partnerships Team at American Express. The key responsibilities for this role will be to support & execute initiatives to drive acquisition growth, customer marketing, early engagement activity & product delivery for the new PCS strategic co-brand partnership.

This is an excellent role for anyone wanting exposure in product and partner management, acquisition and customer marketing. The role involves working with all lines of business at American Express including Brand, PCS Acquisition, New Accounts, World Service, Technologies and Marketing Teams. Additionally this role involves daily communication with our new co-brand partner, so excellent negotiation and communication skills are critical, as well as a strong drive for results and attention to quality and detail.

The role will support the Partnerships Managers in marketing communications, budget management and partner & vendor management.

Responsibilities:

• Assists with the implementation of the new co-brand partnership
• Works closely with the new co-brand Partner on marketing, strategy & technologies team to deliver projects to benefit acquisition, customer engagement and product development
• Work closely with AXP Acquisition to assist with building and executing a strong acquisition strategy with the Partner
• Work closely with proprietary American Express Engagement, Acquisition, Brand, Lending and Product teams
• Assist Partnership Managers on special, adhoc projects
• Ensure all marketing campaigns are correctly set up, offers tested and campaigns are compliant (learning end-to-end set up and execution process of campaigns is necessary)
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• Budget Management: Updating and Maintaining Budget tracker, POs and Payment processing (building & developing relationship with PCS finance teams & communicating budget status to leadership on weekly basis)
• Brand Management: ensuring all marketing campaigns are in line with AXP and Partner brand guidelines and ensuring appropriate approvals are obtained
• Implement ongoing product enhancements, product offers, re-engineering initiatives and product feature updates including:
  1. Marketing codes set up Source codes, Bonus Codes/ STAT - create, update and maintaining process
  2. Manage advertising review board signoffs/approvals for campaigns as required
  3. Manage campaign briefs to Customer Service

Qualifications

• 2-4 years marketing experience
• Excellent interpersonal and relationship management skills
• Excellent communication (verbal and written) skills
• Demonstrated multitasking and prioritization skills
• Self-starter & takes initiative
• High attention to detail and focus on quality
• Flexible, adaptable with the ability to work under pressure
• People Leadership experience (not a requirement)
• Understanding of American Express Consumer Card products & services

American Express – Intern role – Risk Management

American Express Risk and Information Management (RIM) leads end to end credit risk management of our consumer and commercial businesses. This entails developing and implementing strategies across customer life cycle - targeting, underwriting, credit limit management, on-going customer management and collection activities to deliver profitable business growth without adverse surprises while providing an outstanding customer experience. The credit risk team leverages cutting edge analytical techniques such as machine learning to generate insights from data to drive optimal decisions that balance growth with acceptable risks. The credit risk team works in close partnership with cross-functional teams across geographies and interacts extensively with external entities such as credit bureaus, new data providers and start-ups to develop and implement products and strategies.

This is an exciting internship opportunity within the Credit Risk Management team for the Australia and New Zealand market. As a credit risk intern, your role will be to perform analysis and provide recommendation in the following areas:

(1) Identify credit risk opportunities by expanding the usage of consumer and commercial credit bureau data. This includes assessing incremental benefit in terms of loss savings and revenue generation of using credit bureau data at the time of underwriting and during customer tenure. This will require working closely with credit bureaus and internal colleagues in India and US.
(2) Assess profitability of existing commercial customers taking up lending facility. This includes calculating the change in commercial customer behavior in terms of usage on their existing card product once they take up a lending facility. This will require performing in-depth analysis and working closely with business partners in the commercial department.

The successful candidate will possess the following:

- Strong analytical/data mining and structured problem-solving skills
- Experience with or exposure to SAS/SQL or other statistical programming experience will be highly regarded
- Demonstrated interpersonal skills and ability to work with multiple internal and external partners
- Effective communication and presentation skills
- Self-starter with ability to work independently
- Master’s qualification in Quantitative finance/analysis, MBA or equivalent

Alexion Finance Internship Role

Alexion is a unique & highly innovative, global biopharmaceutical company focused on developing and delivering life-transforming therapies for patients with devastating and rare disorders. Alexion is advancing the most robust rare disease pipeline in the biotech industry, with highly innovative product candidates in multiple therapeutic areas. As the global leader in complement inhibition, the Company is strengthening and broadening its portfolio of complement inhibitors across diverse platforms. This is a unique opportunity to work in a small team operating in a truly life changing area of the biotech industry. Alexion forges a pathway from innovative science to breakthrough therapies for patients suffering from devastating diseases.

As a Finance Intern you will have the opportunity to be involved in financial accounting and reporting, play a key part in maintaining and developing financial controls looking for efficiency improvements. You will also be exposed to the development of both market access & government funding submissions.

You will be reporting to a Finance Manager and will be primarily allocated to a region within Australasia. Your work will cover all aspects of the finance function, including accounting, reporting, accounts payable support and financial planning and analysis.

Position Summary and Skills

The six-month internships exist to work in the Finance team at the Alexion Sydney offices, these opportunities provide unique opportunities to work directly with a small but highly experienced and regarded team of senior finance professionals. The roles will assist and work on a number of key projects within the team and also provide an opportunity to work in a multinational organization that supports patients with devastating life threatening diseases.

You will be a partner in supporting and connecting with multiple markets across the Asia Pacific region, including Australia, Taiwan, Hong Kong and South Korea to name a few.
You will be developing mainly the following skills:

- **Communication**, by e-mail or in person, with a wide range of Alexion team members some of them located in the Sydney office but many of them located in other Alexion offices.
- **Attention to detail**, being able to validate the data and the reports that you will prepare is a key skill that you will have to focus on extensively. It will be expected from you that you do a self validation of your reports before you provide them to your manager.
- **Learning how a corporate operates**, as you will be involved in a wide range of activities this will allow you to understand how a large multinational operates. This includes learning the importance of collaboration among teams and also how key it is to follow the compliance requirements set up by the company.
- **Understanding the importance of financial and other internal controls**, you will review and work in designing new controls which mitigate significant company risks.
- **Use of Excel**, you will be trained in how to better use this tool as a finance professional.

**Principal Responsibilities**

**Financial Accounting and Reporting**

- Preparation of journal entries to ensure accuracy of financial reporting.
- Active participation in the month-end accruals meetings with business owners.
- Support during the month-end reporting process preparing and updating reports for Finance Director to review and approve in accordance with the Corporate Deadlines.
- Proactively recommend improvements to some of the month-end procedures.
- Main contact for the PwC audit team in terms of providing required information for the completion of the work.

**Financial and other internal Controls**

- Testing control environment in accordance with the Global Internal Audit Guidelines.
- Proactively assess and report potential control risks identified while performing tasks.

**Accounts Payable and Procurement**

- Support the Australasia team with account payable and procurement queries.
- Set up access for new staff members.
- Provide training for new or existing team members, to be provided in person or via Skype.
- Ensuring timely processing of invoices for payment and good communication to business owners and AP/Procurement Team.
- Support the Australasia team with Concur expense submission queries.

**Financial Planning and Analysis Intern**

- Assist the Controllers run standard and adhoc management reports.
- Assist the Finance Director with Commercial Pricing and Reimbursement Analysis.
- Work with the Controllers and the Finance Director to develop Analysis and provide Insight for investment and resource allocation.
- Assist in the planning cycle process including forecasting, budgeting and strategic planning across Australia and Asia.
Jaguar Land Rover – Network Development Intern

Outline
The Jaguar Land Rover Australia (JLRA) Network Development team is responsible for ensuring the retail network is equipped to deliver an outstanding customer experience. This requires an adequately sized network in the right locations, offering premium facilities, flawless processes and standards, and highly competent staff.

The Network Development Intern will report to the Network Development Manager and Dealer Business Excellence Manager. They will be a key member of the team who will support the new retailer appointment process, new retailer facility projects, report on the retailer standards assessment results, ensure the accuracy of the network database and support other key network development projects.

Main Responsibilities

• Coordinate the monthly Dealer Business Excellence reporting activity
• Liaise with departmental stakeholders within JLRA to ensure new retailer appointment activities are completed in a timely manner
• Monitor retailer network performance scorecards and determine the required actions to ensure optimised performance, especially for low performers
• Monitor retailer profitability via the JLRA financial composite program and determine required actions to ensure accurate and timely reporting
• Monitor and maintain various JLRA website platforms: Business Excellence, Retail Business Plan portal, Insite action plan site, Global Retailer Portal etc
• Monitor retailer changeover/new retailer appointment calendars to ensure checklist items are completed as and when required
• Update the Global Retailer Database and local master contact lists as and when required to ensure its reflective of current network structures
• Review of retailer architectural plans, and associated retailer visitation
• Involvement in franchise legality management as required
• Assist with other departmental activities as required