

Internship Opportunity with CIBC Hong Kong Summer 2020

POSITION:	Intern (Global Markets, Investment Banking, or Business Development)
LOCATION:	Hong Kong
DESCRIPTION OF HOST ORGANIZATION:	<p>CIBC is a leading Canadian-based financial institution. Our Capital Markets business unit provides integrated credit and capital markets products, investment banking advisory services and top-ranked research to corporate, government and institutional clients around the world. Our goal is to be the leading integrated solutions partner for our clients. We are focused on developing deep client relationships and earning our clients' trust through unparalleled execution and innovation, and strong collaboration across CIBC.</p> <p>Purpose of position:</p> <ul style="list-style-type: none"> • To support as a Junior Banking staff on the Global Banks (part of Corporate Banking Business) and Business Management departments. • To develop a good understanding and knowledge of wholesale banking products and services, industry analysis and client presentation skills. • For those who are interested in developing a career in the banking industry and gaining hands-on experience and exposure in a reputable bank before graduation.
DUTIES/RESPONSIBILITIES OF INTERN:	<ul style="list-style-type: none"> • Assist in the preparation of in-depth company analysis and industry research. • Assist in preparing and updating the client planning documents. • Assist in the production of marketing documents. • Assist in the preparation of business management reports. • To provide general support to the team and perform ad hoc assignments.
HOURS:	Eight week training program: June, July, and August 2020.
MCGILL UNIVERSITY REQUIREMENTS:	<ul style="list-style-type: none"> • Must be a McGill full-time undergraduate or graduate student, returning to their current registered faculty in fall 2020. • Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION Intern Handbook.
HOST ORGANIZATION REQUIREMENTS:	<p><u>Competencies (knowledge/skills required):</u></p> <ul style="list-style-type: none"> • Applicants should be enrolled in Business, Finance, Economics, Accounting or related disciplines with a high proficiency in MS Office applications (MS Word, Excel, PowerPoint, Outlook). • Attention to detail and the ability to multi-task. • Excellent oral and written communication skills. • Good analytical and interpersonal skills. • Well-developed problem-solving and decision-making skills.

	<ul style="list-style-type: none"> • Language requirements: Fluent spoken and written English. Additional Asian languages (e.g. Mandarin, Cantonese, Japanese, Korean, etc.) would be an asset. <p><u>Attributes:</u></p> <ul style="list-style-type: none"> • Proactive. • Thorough. • Good communicator and presentation skills. • Superior analytical and systematic thinker. • Adaptable/flexible. • Team player. • Relationship and client focused.
REMUNERATION:	Successful candidates will receive a stipend of 15,000 HK\$ per month from CIBC Hong Kong.
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, visas, etc.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host community is the responsibility of the intern.
ACCOMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
HOW TO APPLY:	<p>Students must submit their application by e-mail to ion@mcgill.ca. Applications should consist of 1 PDF document comprising the following:</p> <ul style="list-style-type: none"> • Cover letter, which clearly states goals and interests in serving as an intern. Letter should be addressed 'To whom it may concern' and be no more than one page in length; • An updated curriculum vitae (1-2 pages). • Copy of unofficial transcript. <p>Applicants should use the following file-name format: <code>firstname.lastname_hostorganization</code> (ex.: <code>james.mcgill_cibc.pdf</code>). In the body of the email please list the internships you are applying to in order of preference, and your student number. Please send <u>one</u> email for all applications, but separate files for each application package.</p> <p>ION will only consider applications received from students' official e-mail account.</p> <p><i>Please note: If you are applying to a second degree at McGill and waiting for a response, you must hold a confirmation of acceptance by the application deadline and include it with your application material.</i></p>
APPLICATION DEADLINE:	Monday, December 2, 2019, 12 PM (noon) EST – Late applications will not be accepted.
WORKSHOPS:	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> • Cross-Cultural Workshop • Interns Responsibilities and Guidelines • University-Wide Pre-Departure Session

	<ul style="list-style-type: none"> • Internship Workshop: Success in a Professional Environment • Reception for Awards Recipients • Internship Debriefing Session
<p>HEALTH AND SAFETY:</p>	<p>All applicants should consult the Global Affairs Government of Canada Travel Advice and Advisories for the internship host country prior to applying for this internship. http://travel.gc.ca/travelling/advisories</p> <p>Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.</p> <p>The Internship Offices Network cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.</p> <p>Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Internship Offices Network may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.</p>
<p>ENTRY REQUIREMENTS:</p>	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p> <p>Non-USA citizens completing an internship (paid or unpaid) in the USA require a J-1 visa. Interns should apply for a J-1 through Cultural Vistas or the SWAP Summer USA Program (Canadians only). Interns should be prepared to pay \$1,300 - \$2,500 for a J-1, and should allow a six-week delay for processing. Neither ION nor the host organization are responsible for helping the intern procure the visa, pay for a portion of the costs, or speed up the processing.</p>

We welcome all applications, but regret we are only able to respond to applicants invited for an interview. Shortlisted candidates will be contacted within two weeks of the application deadline. Please do not email to inquire about the status of your application.

A formal acceptance of an ION internship is a final decision, and under no circumstances (unless health or family-related) can a student withdraw from the internship after accepting. The consequence of this would be refusal of candidature for future ION internship opportunities. Please remember, revoking a spot in one of the organizations means also revoking it from another student who might have had the opportunity to take it.



You may apply to a maximum of three ION internships for summer 2020. Indicate your order of preference in the body of the email.