



Human Resources (Organizational Development) Internship – Summer 2019

BlueCross BlueShield of Western New York, headquartered in Buffalo, is one of New York's leading healthcare companies, providing high quality coverage and innovative wellness solutions to members throughout our region. We strive to impact our communities with positive and healthy changes and we're looking for team-spirited, motivated, and enthusiastic individuals to create opportunities to help us succeed in our mission.

The intern will work with our Human Resources team across all generalist areas but with a primary focus on Talent & Organizational Development.

This is a full-time, paid opportunity for 12 weeks during the Summer of 2019. The student must be able to work 30-40 hours per week during normal business hours at our corporate headquarters located in downtown Buffalo, NY.

Our HR intern will engage in different task and project work related to these **Learning Objectives**:

- Providing tactical support on special projects within the Organizational Development (OD) team that assess & accelerate professional development
- Offering fresh perspective about how our work can be even more amazingly effective --by incorporating new apps, tools, different planning methods, etc.
- Effectively communicating and interacting about our work with different levels of management
- Working with and learning from different elements of the entire HR department

Required Skills and experience:

- Students entering junior or senior year in the fall of 2018 enrolled in a 4-year program in Human Resources, Business administration or related field
- Strong analytical skills; exposure or experience with data analysis projects preferred
- Strong computer skills with intermediate proficiency with MS Word, Excel and PowerPoint
- Excellent written and verbal communications skills
- Strong customer-focus; comfortable interacting with all levels within the organization
- Previous experience in a professional environment preferred
- Must be enrolled in a degree program for the duration of the internship.
- Must be authorized to work in the United States.

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For more information about career opportunities at BlueCross BlueShield of Western New York, please visit our web site at www.bcbswny.com.

Drug-free and Smoke-free workplace EOE/AA M/F/D/V



Financial Planning & Analysis Internship – Summer 2019

BlueCross BlueShield of Western New York, headquartered in Buffalo, is one of New York's leading healthcare companies, providing high quality coverage and innovative wellness solutions to members throughout our region. We strive to impact our communities with positive and healthy changes and we're looking for team-spirited, motivated, and enthusiastic individuals to create opportunities to help us succeed in our mission.

The Financial Planning & Analysis Intern will work closely with Cost Control and Profitability to aid in the corporate forecasting, budgeting, and long term planning processes.

This is a paid opportunity for the summer of 2019 during normal business hours. The student must be able to work full-time, 40 hours/week at our corporate headquarters located in downtown Buffalo.

This internship presents the following **Learning Objectives**:

- An opportunity to obtain a general understanding of the various aspects of the Corporate Finance department.
- A broader understanding of the importance of financial planning and analytics in the health insurance industry.
- An opportunity to develop analytical skills through review of various financial documents.
- How to effectively communicate and interact with all levels of management.

Job Duties may include the following processes as they relate to corporate compliance controls

- Assist in composing concise, accurate, insightful, and easily understood written interpretation of financial reports.
- Process corporate expense reports.
- Ability to execute recurring duties in a timely and accurate manner.

Required Skills and experience:

- Students entering Junior or Senior year in the fall of 2019, enrolled in a 4-year program in Finance, Mathematics, Economics, Statistics, Accounting, or related field of study.
- Prior experience in an office setting is desirable.
- Excellent time management skills, demonstrated personal accountability and excellent verbal & written skills.
- Intermediate proficiency with Microsoft Excel and Word.
- Must be enrolled in a degree program for the duration of the internship.
- Must be authorized to work in the United States.

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