

# BMO Student Internship Program

BMO thrives in part on finding and developing great talent. Our Student Internship Program gives students a chance to work in a dynamic environment and build their professional network to develop key skills for their career.

## Program Design

This program provides students with a full day orientation, learning seminars across all business groups, participation in centrally managed events, career workshops, mentorship opportunities and networking sessions.

- Development workshops and information sessions provide you with career development advice from experts and senior professionals across the organization.
- Mentorship program allows you to gain insight from a full-time BMO employee.
- Networking opportunities connect you with other students and BMO employees from all areas of our company.

- Students who successfully complete the internship program have the opportunity to be re-hired the following summer or for full-time roles upon graduation.

Roles are available in:

- Corporate Areas
- Personal and Commercial Banking
- Technology and Operations
- Wealth Management

## Application Instructions

All levels of full-time post-secondary students returning to community college and university are eligible. Please check your campus career website or email us at [student.internship@bmo.com](mailto:student.internship@bmo.com)

# Be Here. Be More.

For more information on these programs, visit  
[bmo.com/careers](http://bmo.com/careers).



We're here to help.™

# 2015 BMO Student Internship Program

	<b>Customer Sales &amp; Service</b>	<b>Financial Modelling Analyst</b>	<b>Analyst</b>	<b>Coordinator</b>	<b>IT and Programming</b>	<b>Project Management / Research</b>
<b>What it is</b>	This stream is dedicated to helping individuals and small to medium sized business' find products and services that meet their lending, cash management, investment or other banking needs. Students will develop relationships directly with customers.	This stream is for students who have a passion for investments, financial markets and products, or economics. It is designed to prepare students for a career doing quantitative analysis in investing, risk management, audit or finance.	This stream prepares students for a career in various Lines of Business, including: Product Operations, Technology, Anti-Money Laundering, Risk and others. Students will have the opportunity to build their analytical skills.	This stream prepares students for a career in various Lines of Business, including: Marketing, Change Management, Human Resources, or Communications. Students will work with various internal and external groups to support a specific business or a project that spans the organization.	This stream prepares students for a career in information technology or technology strategy and planning within the financial services industry. Areas of focus may include network design, quality assurance testing, or strategic technological planning.	This stream enhances research, analysis and project coordination skills, leading to a career in change management, consulting, operations, project management, business development or law. Students will assist in strategic planning by gathering information and making recommendations.
<b>Daily Tasks</b>	Learn about BMO's products and services and how to present them to customers. Shadow a full-time employee and attend client meetings or calls. Get an introduction to the critical front-line customer experience that is at the heart of our banking business.	Use Excel and Access to perform analysis and conduct research. Create statistical models to capture and present quantitative data. Generate reports and prepare presentations to assist senior managers in determining the Bank's financial strategy. Work with the team to evaluate the financial strength of business customers.	Support team members. Use Excel to perform analysis and conduct research and present findings to team and other bank members. Create documentation based from templates and other information. Ensure all documentation is in compliance with corporate standards. Providing quality data. Follow procedures and supervisory direction to resolve standard, straightforward inquiries and requests. Providing quality data. Fulfill Audit/ Reconciliation activities. Prioritize tasks such as incident reports.	Support team members. Prepare memos, PowerPoint presentations, and training materials. Conduct research into best practices. Plan and execute events with multiple internal and external stakeholders.	Configure, design, test and/or analyze security for a Bank system, network or tool. Learn to communicate technological needs and processes effectively in a financial services setting. Interact with client groups across many different areas of the Bank.	Coordinate the activities of multiple stakeholders through communications, project plans, training materials, sales reports, and/or meetings. Work with partners across the company to enhance your liaison capabilities. Research and assess strategic processes.
<b>Skills needed</b>	Passion for delivering great customer experiences. Expert listeners and skilled communicators who enjoy working with people. Ability to provide proactive, professional and knowledgeable banking solutions to our customers. Flexibility to adapt to constantly changing environment. Ability to organize and prioritize tasks at hand. Highly collaborative and a relationship oriented person who enjoys working with others. Possesses basic investigation skills.	Experience with quantitative analysis, research and/or statistical modelling. Strong attention to detail and sound analytical ability. Excellent computer skills, including advanced knowledge of programming languages for some roles. Highly analytical and able to solve problems creatively and innovatively. Highly collaborative and a relationship oriented person who enjoys working with others.	Excellent written and communication skills. Solid knowledge in systems and PC applications. Strong attention to detail. Highly analytical and able to solve problems creatively and innovatively. Highly collaborative and a relationship oriented person who enjoys working with others. Good problem solving skills. Possesses basic investigation skills.	Highly collaborative and a relationship oriented person who enjoys working with others. Ability to work in a fast-paced environment and multitask to stay organized. Exceptional communication and problem-solving skills. Strong attention to detail. Proficient in Excel, Word and PowerPoint.	Highly analytical and able to solve problems creatively and innovatively. Strong communication skills. Excellent computer skills, including advanced knowledge of programming languages for some roles (e.g. QL, ASP, Java, VB, .Net). Ability to deal with multiple concurrent support issues and projects. Proactive approach to supporting team members.	Ability to research, synthesizes information, identify key messages, and develop plans. Very strong communication skills including ability to listen negotiate and resolve conflicts. Ability to organize and prioritize multiple projects. Ability to work independently or collaboratively on projects. Individual who is self-motivated and goal oriented.
<b>Major or concentration (Not limited to)</b>	Commerce; Finance; Economics; Accounting; Business Administration/ Management. Management; Arts/Humanities; Social Sciences; Sciences	Finance; Economics; Investment Management; Commerce; Accounting; Math; Statistics; Engineering; Physics	Finance; Economics; Investment Management; Commerce; Accounting; Math; Statistics; Engineering; Physics	HR; Marketing; Arts/Humanities/Social Sciences (including communications); Business Administration/ Management	Engineering; Computer Science; Finance/Commerce; IT Management	Research and Communications-Oriented; Humanities; Social Sciences or Sciences; Engineering; Finance; Economics; Law