



Position: IT Infrastructure Summer Intern

Legal Entity: VEAC

Business Unit(s): IT

Location: New York

Department: Information Technology

Reporting to: Service Desk Team Lead

FLSA Status (US Staff only): Non-Exempt Full Time Summer

VanEck is a privately held global asset management firm founded in 1955. We develop forward-looking, intelligently designed, active and ETF strategies that strengthen long-term portfolios. We will provide qualified individuals with outstanding education and growth opportunities. If you are a high-energy individual with a strong work ethic, excellent team skills, and outstanding communication skills, we would like to speak with you.

VanEck's Summer Intern Program includes exposure across the firm through educational, mentorship, and networking events. As an Intern, you will also be exposed to the firm's senior management, gain an understanding of the financial services industry and learn critical business skills. Our internship program will build more than just your resume — it will challenge your knowledge, build your network and drive your career path. Our program spans 10 weeks and runs from June 3 – August 9. If you are looking to pursue a career in sales and looking to gain a valuable hands-on experience while working with talented individuals, apply now!

Essential Duties and Responsibilities

Includes the following, other duties may be assigned as needed:

- Setup new PCs and laptops.
- Setup IP phones.
- Help maintain conference room equipment.
- Provide user assistance with mobile phones, tablets and laptops issues.
- Provide training with mobile phones, tablets and laptops.
- Wipe out retired devices (PCs, laptops, mobiles).
- Onboarding process review (review permissions/roles and job descriptions).
- Breakdown of situated Intern PC's.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

- Some interest in finance and capital markets.
- Good communication skills.

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- A working knowledge of Internet, MS Office Suite.
- Roll up your sleeve work ethic.
- Ability to lift up to 50 lbs. (IT peripherals)

Education and/or Experience

- Currently entering junior level (3rd year) or beyond within a 4 year college program.
- Some experience within a corporate environment is helpful but not required.

Competencies

To perform successfully and gain the most from this internship, an individual should demonstrate the following competencies:

- Professional demeanor
- Capacity for learning new procedures/ideas
- Motivated with a sense of initiative. Despite being supervised, candidate should have the ability to complete assigned tasks with less to no supervision.

Language Skills

- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Compensation

- The maximum hourly rate for this position is \$25 an hour

VanEck is committed to treating all applicants and employees fairly and to providing equal opportunity in compliance with applicable federal, state and local laws. VanEck does not and will not discriminate against any employee or applicant for employment on the basis of race, religion, ancestry, color, gender, gender identity, pregnancy, age, physical or mental disability, national origin, marital status, sexual orientation, citizenship status, covered-veteran or military status, genetic information, and/or any other factor protected by law.

In order to be considered for this position, please submit resume with the subject line 'IT Infrastructure Summer Intern' to internships@vaneck.com.