



**Position:** Human Resources Summer Intern  
**Legal Entity:** VanEck Associates Corporation  
**Business Unit(s):** Human Resources  
**Location:** New York, NY  
**Department:** Human Resources  
**Reporting to:** Human Resources Business Partner  
**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 typically runs from June 2 – August 8. If you are looking to gain valuable hands-on experience while working with talented individuals, apply now!

#### **Essential Duties and Responsibilities:**

Join the VanEck human resources team and assist them in providing support to various employees and departments across the company. Candidates will have the opportunity to gain experience in human resource practices, including: recruiting, onboarding, benefits, talent and development, and employee relations.

Day to day responsibilities include the following, but other duties may be assigned as needed:

- Assist with recruitment and strategy, including candidate management and market research:
  - Screen resumes and application forms, schedule and confirm interviews with candidates and research sourcing platforms
- Assist in organization and management of internship program
- Assist with HR compliance procedures and best practices
- Assist in the preparation for annual payroll audits
- Maintain employment files and input data into HRIS
- Collect and analyze HR data from various sources and present recommendations to team
- Track and learn about industry metrics
- Support with the day to day benefit administration including reconciling invoices
- Support of the team including ad hoc project work around employee data management, assimilation, retention, etc.

## **Qualifications**

- Passion for learning and growing in human resources field
- Strong interpersonal, analytical and organizational skills
- Ability to carry out instructions with minimal supervision
- Excellent oral and written communication skills
- Working knowledge of Internet, MS Word, Excel and PowerPoint
- “Roll up your sleeve” work ethic
- Willingness to ask questions
- Knowledge of financial markets/instruments is a plus, but not required

## **Education and/or Experience**

- Junior level (3<sup>rd</sup> 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/concepts
- Motivation
- Enthusiasm

## **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 ‘Human Resources Summer Intern’ to [internships@vaneck.com](mailto:internships@vaneck.com).