

Internship Program





A Special Invitation to Join the Federal Reserve Bank of Philadelphia's Internship Program

Are you interested in learning, growing, and serving our economy and communities? Are you eager to apply your formal education to real-world business challenges? If so, the Philadelphia Fed's internship program may be the right experience for you. This internship program offers meaningful professional growth opportunities to students who will contribute to the mission of the Bank.

The Philadelphia Fed's mission is to ensure the financial system is sound and promotes conditions that foster a healthy economy. Everything you do during your internship will be related to achieving that mission — you won't be fetching coffee or filing paperwork. Whether they are managing data sets for a key research project, creating videos that introduce new collaboration tools, helping to conduct outreach across the Third District, or providing customer service to fix an employee's laptop issue, our interns are making a difference by doing the real work of the Bank.

This internship program offers students many opportunities to build their technical skills and establish their professional network. All intern assignments will stretch your skills and prepare you to take on greater analytical and leadership responsibilities as you progress through your formal education and beyond.

Our interns are given the resources and opportunities to take the first steps toward a successful career, whether at the Bank or elsewhere. I invite you to take a closer look at our internship program. Read on to find out more.

I hope to see you in one of our future cohorts.

Kelly Jones

Senior Vice President of Human Resources



About the Federal Reserve Bank of Philadelphia

The Federal Reserve Bank of Philadelphia is one of 12 regional Reserve Banks that, together with the Board of Governors in Washington, D.C., make up the Federal Reserve System. As the nation's central bank, the Federal Reserve helps formulate and implement monetary policy, supervises banks as well as bank and savings and loan holding companies, and provides financial services to depository institutions and the federal government. The Philadelphia Fed serves the residents of the Third District, which encompasses eastern and central Pennsylvania, southern New Jersey, and Delaware.

Philadelphia Fed employees work in a variety of functions, from economic research and payment systems to banking supervision and regulation. We also have employees that support the Bank in other areas, including information technology, financial management, corporate affairs, community development, human resources, and administration.

The Federal Reserve Bank of Philadelphia is proud to be an equal opportunity workplace.

About the Internship Program

As an intern at the Philadelphia Fed, you'll play a role in our mission of public service while gaining real-life work experience. Our paid internships offer a chance to hone your skills and build lasting relationships.

Interns attend an onboarding session where they learn about the mission of the Bank, creating a foundation on which to build their Fed business acumen. In their assigned departments, each intern reports to a supervisor who guides their day-to-day responsibilities. During the 10-week program, they develop their skills and receive ongoing feedback about their performance. They also participate in a final reflection sharing their accomplishments and the value they received from their internship activities.



Responsibilities of Interns

Each year, the Philadelphia Fed hires undergraduate, graduate, and Ph.D. students to contribute to the mission of the Bank. Professional development is at the heart of the internship program. Interns are given the opportunity to apply concepts from their coursework in a hands-on professional setting.

With each assignment, interns provide analytical and project support to their departments as they fine-tune their skills. They also engage in day-to-day tasks and long-term projects within their respective departments.

For example, here are the roles and responsibilities of...

- **END USER SERVICES INTERNS:**

- Develop training documentation and system procedures
- Maintain technology blog and Teams channels
- Coordinate meetings and timelines

- **INFORMATION TECHNOLOGY SERVICES INTERNS:**

- Report on data, team metrics, and business analysis
- Review and analyze asset management
- Develop training videos and/or other multimedia products

- **STRATEGY, RISK, AND FINANCIAL MANAGEMENT INTERNS:**

- Contribute to the annual budget process for the Philadelphia Fed
- Review tenant leasing (monthly invoices and recording of payments)
- Assist with regular presentations for senior management

A Day in the Life of a Philadelphia Fed Intern

"A day interning within the Cash Services Department can vary quite a bit. Many of my day-to-day responsibilities included fulfilling project requests that our management submitted to the Analytics team. These requests could vary from a dashboard visualizing coin and currency volume to a simulation portraying how much money it would cost to service another bank within our system if they are unable to operate to spending time learning new skills. My role allowed me to gain exposure to a variety of new platforms and software available within the analytics realm, all while attending management meetings and networking with other employees across the Bank."

-MARISSA ABEL

"During my internship with Facilities, I spent time with the building staff and engineers to learn more information about projects and best practices for daily operations. I spent time learning new skills, such as welding and plumbing. All that led me to stay interested in working with Facilities and to become the project manager I am today."

-RAMZI ALYAN

"During my internship with the Consumer Finance Institute, I focused heavily on higher education research, specifically college financial distress. My work began with an extension of existing research on the financial impacts of COVID-19 on colleges, and it ended with a broader project analyzing the key factors impacting college financial distress and college closures."

-AKASH BANERJEE



“The internship program at the Bank helped me transition from college into the professional world



through a combination of trainings, networking, and work assignments. Learning the ins and outs of the organization helped me understand the impact of my work at the macro level. Throughout the summer, Human Resources coordinated networking activities, which helped the interns make connections and learn more organically through these relationships. My manager and Audit team provided assignments that allowed me to apply what I learned in school to real-life scenarios, which enabled me to learn the content and techniques on a deeper level. This experience helped solidify my interest in beginning my career path in Audit and working for a mission-based organization like the Fed.”

-AMY BUSH

“Interning at the Federal Reserve Bank of Philadelphia was a wonderfully unexpected treasure.



I had great leads who encouraged me to hone in on skills that interested me while simultaneously exposing me to new opportunities. The experience has broadened my outlook on the world of information technology and its importance to our customers!”

-KAYLA CASSUMBA

Testimonials



“As a fresh grad out of college, I was super excited to start my career path with an amazing internship with the Facilities Department at the Bank.

Learning all about engineering and theory in school was exciting, but seeing the building operation in person was something dazzling. I never imagined the amount of equipment and huge machines that are needed to run a building, especially given that all of this is behind the scenes. The complexity and the level of involvement are what pulled me toward project management and piqued my interest in the work that the Facilities Department does. The best parts are being involved with many departments in the building and bringing something new to life with the different renovation and upgrade projects.”

- RAMZI ALYAN



“The Fed’s internship program was the perfect way for me to bridge the gap between my college experience and postgrad life.

The structure of the program and leadership from my team empowered me to take on meaningful work over that summer that I could leverage in my résumé and during interviews. I also really appreciated the opportunities the program provided to learn about life at the Fed, and I am thankful to my department colleagues who were always open to informative conversations about their career paths.”

- MARGARET YOUNG

Participating Departments (Past and Present)

- **AUDIT**
 - **CASH SERVICES**
 - **COMMUNITY DEVELOPMENT
AND REGIONAL OUTREACH**
 - **CONSUMER FINANCE INSTITUTE**
 - **CORPORATE AFFAIRS -
GOVERNMENT RELATIONS**
 - **FACILITIES MANAGEMENT**
 - **HUMAN RESOURCES**
- **INFORMATION TECHNOLOGY
SERVICES**
 - **LEGAL**
 - **RESEARCH**
 - **STRATEGIC COMMUNICATIONS
AND DIGITAL ENGAGEMENT**
 - **STRATEGY, RISK, AND
FINANCIAL MANAGEMENT**
 - **SUPERVISION, REGULATION,
AND CREDIT**



Candidate Information

What We Look For

To apply for an internship, you must be a full-time undergraduate, graduate, or Ph.D. student enrolled in an accredited four-year college or university. You should also have:

- a strong academic record;
- a demonstrated interest in economics, business, finance, math, marketing, writing and editing, information technology, web and graphic design, or other fields relevant to our business functions; and
- excellent analytical and interpersonal skills.

Timing

- Job requisitions are usually posted by the end of December.
- The recruitment process (résumé review, phone screening, interviews, and offer decisions) generally takes place from January through March.
- Most interns join from late May to mid-July and work 40 hours per week for 10 consecutive weeks in the summer. There may be opportunities for interns to continue to work part-time after the internship ends, or to start an internship at a different time throughout the year, depending on departmental needs.



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