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## 2024 SUMMER INTERNSHIP PROGRAM: TRUST & LEGAL INTERN

Dallas, Texas

*Are you a dedicated and hardworking undergraduate student looking for a rewarding summer internship opportunity? HighGround Advisors, a nonprofit investment management company established in 1930, is currently seeking students who are enthusiastic, dependable and professional to join their team for the 2024 summer semester. As an intern, you will have the opportunity to work alongside experienced professionals in areas such as gift planning, endowment and investment management, and real estate and minerals management. The length and scope of the internship will be tailored to your unique skillset and requirements. Don't miss out on this exciting opportunity to gain real-world experience and make meaningful connections in your field!*

### WHO YOU ARE

As an undergraduate student, you're looking to enhance your classroom learning with real-world experiences. You're driven to build meaningful relationships that can help you grow professionally and open up exciting opportunities. You take a proactive approach to your work and are always looking for ways to improve processes and outcomes. While you're a team player, you're also capable of taking the initiative and running with ideas on your own. You understand the importance of punctuality and are committed to being both dependable and reliable in your work and attendance.

### RESPONSIBILITIES

- Conduct research on identified initiatives
- Review trust agreements
- Participate in the contract review process
- Attend and observe probate court if applicable
- Participate in department meetings
- Participate in vendor and/or client-facing meetings as applicable
- Exposure to all business lines including but not limited to investment management, client solutions, account support services and gift planning
- Assist with the preparation of materials needed for internal and external meetings
- Support daily workflows within various operational areas
- Experience company culture through various volunteer and social activities
- Participate in the summer board meeting
- Participate in and present on a corporate intern project

### ELIGIBILITY

- College junior or senior preferred
- Minimum of 3.0 GPA
- Availability to work 40 hours per week
- Working towards a degree in business, political science, finance or another related field

### QUALIFICATIONS

- Strong computer skills, specifically with Microsoft Office Excel, Word and Outlook
- Ability to learn and utilize internal systems and applications
- Excellent verbal, written, and interpersonal communication skills with the ability to interact with all levels of clients and internal personnel
- Must be a self-motivated team player with strong attention to detail, a high level of accountability, organizational skills and the ability to work independently
- Ability to always maintain a high degree of ethical standards and complete confidentiality
- Ability to multi-task, prioritize and problem solve

*If you are interested in becoming a part of HighGround's 2024 Internship Program please email your resume and cover letter to: [HR@highgroundadvisors.org](mailto:HR@highgroundadvisors.org) by **December 1, 2023**.*