



ASPPA Benefits Council™
Detroit

A Regional Affiliate of the American Society of Pension Professionals & Actuaries

Internship Program Retirement / Benefits Professional

Promoted by ASPPA Benefits Council [ABC] of Detroit

Program Summary

The ABC of Detroit was established June 2006, to assist its members in keeping abreast of laws and conditions affecting employee benefit plans, to improve the knowledge of each member, and for professional networking. To promote the interest in the field of Retirement / Benefits Administration, an Internship program has been launched! Visit www.ABCDetroit.org for a current ABC membership listing, and for contact information for Council members who interested in sponsoring an intern.

Sponsor:	Various Employers – Members of ASPPA Benefits Council of Detroit
Industry:	Retirement/Benefits Administration
Address:	Various locations in Detroit area and suburbs
Website:	www.ABCDetroit.org
Job Title:	Intern, Pension Administrator
Position Type:	Entry level
Job Status:	Temporary, or Part Time
Responsibilities:	Various [including, but not limited to data entry, filing, preparing forms, mailings, spreadsheets, etc.]
Requirements	Computer proficiencies in MS Excel and Word, exposure to ACCESS, Power Point
Academic Programs:	Any of the following: Accounting, Finance, General Business, Management, Information Technology, Tax, Paralegal, Law, Human Resources
Degree Status:	Current student, or Graduate
Work Authorization:	Must have Social Security card, may be subject to background check
Application Method:	Mail, fax, website
Compensation Type:	Paid position
Salary/Benefits:	Determined by employer/sponsor

www.ABCDetroit.org



An **intern** is generally one who works in an entry-level, temporary position, with an emphasis on on-the-job training. Internships can be beneficial to students, graduates, people looking to change careers, or anyone looking for hands-on experience in the field of Retirement / Benefits Administration. As an intern, you can develop knowledge, competencies, and experience related directly to your career goal.

Internships typically last 6-12 weeks [can be shorter or longer] or determined by mutual agreement between the sponsor/employer and intern. They provide an opportunity to gain experience, determine if there is an interest in this industry, and create a network of contacts.

An intern is given an opportunity to explore an industry before “officially” entering it, and is provided the opportunity to learn valuable new skills, and receive practical experience that employers want to see on a resume.

You may be surprised to find a whole new industry with interesting and rewarding work experiences!

How to get started:

1. Prepare a cover letter and resume, and plan to be interviewed.
2. Visit www.ABCDetroit.org for a current ABC membership listing.
3. Contact a participating Council member [to determine if a position is still available], and schedule an interview.

If hired, you can expect to complete the employer’s job application form [in addition to any other work-related forms, including but not limited to, Form I-9]. You will be appointed a “buddy” or “mentor”; or someone to shadow for a week, or the entire time you are employed. You will be treated like any other newly hired, at-will employee. Expect either a full-time temporary, or part-time work schedule [hours can be flexible so as not to interfere with school or class schedules].

As an employee, you will become aware of the sensitive nature of the data required to administer retirement plans, and may be required to sign a confidentiality agreement.

Many career opportunities are possible for someone experienced and successful in this field!

- Business owner
- Consultant
- Lawyer
- Accountant, CPA
- Management
- Investment Consultant
- Financial Analyst
- Computer Programmer
- Retirement Plan Administrator
- Attorney
- HR Specialist

Though an internship will not guarantee a future job, it will provide the chance to work closely with professionals in this industry, establish new contacts, mentors, and references.

We would hope that interns have the best possible experience during their internship.