



2016 Administrative Intern Program

U.S. Commodity Futures Trading Commission - Division of Enforcement

Who We Are:

The Commodity Futures Trading Commission (CFTC) is an independent agency mandated to regulate commodity futures, swaps, and options trading in the United States. Through oversight and regulation, the CFTC fosters open, competitive, and financially sound futures and option markets, and protects market participants against manipulation, abusive practices, and fraud related to the sale of commodity and financial futures and options.

The Division of Enforcement investigates and prosecutes alleged violations of the Commodity Exchange Act and CFTC regulations. For example, the Division brings enforcement actions against: individuals and firms registered with the Commission; those who violate these laws in connection with their trading commodity futures and options on designated domestic exchanges; those who improperly market futures and options contracts to retail investors or perpetrate Ponzi schemes; those who use manipulative or deceptive schemes in connection with commodities, futures, or swaps; and those who engage in disruptive trading practices. The Division bases investigations on information it develops independently, as well as information provided by other Commission Divisions, industry self-regulatory associations, state, federal, and international authorities, and members of the public. At the conclusion of an investigation, the Division may recommend that the Commission initiate administrative proceedings or seek injunctive and ancillary relief on behalf of the Commission in United States District Courts around the country.

Description of the Program:

The Commodity Futures Trading Commission is seeking an Administrative Intern for its Enforcement Division. This opportunity will provide the successful candidate with real work experience within the financial regulatory sector of the federal government. The program is designed to provide students currently enrolled in a post-secondary educational institution (or certification program) with opportunities to work and gain the knowledge and experiences necessary to be competitive in today's workforce.

The Business Management Unit (BMU) of the Division of Enforcement selects candidates each semester to work as unpaid interns in the Washington, D.C. headquarters of the Commission. Participants will provide administrative and program support for the Division from twelve (12) to forty (40) hours per week during a flexible schedule. Interns may arrange to earn course credit through their college for work performed during their CFTC internship.

Candidates will:

- Communicate with staff, attorneys, futures trading investigators and economists throughout the division and regions
- Learn and master internal operations, including, but not limited to, accounting, event planning, finance, human resources, payroll, marketing, travel arrangements, updating distribution lists, reviewing and drafting recommendations, working on historical metrics, developing SOPs and memoranda

- Participate in scheduling meetings and inter-regional events
- Have the opportunity to attend training programs alongside CFTC staff on such topics as futures trading, electronic markets, swaps, energy derivatives, international futures markets and regulation

Candidates must:

- Be detailed-oriented and highly proficient with MS Office
- Have the ability to multitask and work in a fast-paced environment
- Have a keen sense of business acumen
- Be organized and prompt
- Have a desire and willingness to learn

Qualifications:

Applicants should possess strong writing and analytical skills, and, preferably, experience with financial instruments – commodities, derivatives, securities, and forex. Completed coursework related to securities law and financial regulation is also highly desirable. All applicants with a strong interest in financial regulation, investigation, and complex civil litigation are welcomed and encouraged to apply.

A student advisor is required to certify an intern's participation in this program. The student advisor will also ensure that the appropriate credit is given to the intern for participating in this program if offered by their school.

Although interns are not employees of the CFTC, they are required to abide by the rules of the Commission's Code of Conduct pertaining to, among other things, futures transactions, conflicts of interest, and the confidential nature of information obtained during their work at the CFTC.

How to Apply:

Applications will be accepted on a rolling basis; however selections will be made on a first-come first-served basis. Application materials may be sent via email to Brent Cantley at bcantley@cftc.gov. Submit the following documents in your application package:

- Cover letter
- Resume
- Five (5) to ten (10) page writing sample
- Unofficial school transcript