



Position Title: Legal Intern
Department: Legal
Reports to: Counsel

Date: April, 2018
Status: Full time, exempt

Position Duties:

Regulation:

- Assisting in the drafting and filing of BOX rule changes and amendments.
- Maintaining a database of BOX rule filings and their status.
- Coordinating with outside counsel on the status of BOX rule filings.
- Assist in updating amended BOX rule text.
- Assist in the research, drafting and posting of regulatory circulars.
- Internet research of SEC and competitor exchanges' rules and notices.
- Various other research projects involving the capital markets.

Internal Compliance:

- Assist with the preparation of documents and replying to regulatory inquiries.

General:

- Assist Counsel with BOX corporate matters.
- Contract review and drafting for matters relating to BOX.

Education:

The candidate must be enrolled and working towards a juris doctorate degree.

Experience:

The candidate should have experience working or interning in a professional environment.

Job Knowledge and Skills:

- Basic knowledge of the options industry, securities markets or overall financial services is desirable and will be helpful.
- Strong oral and written communication skills.
- Strong analytical skills and ability to problem solve in a logical manner.
- Strong attention to detail and good organizational skills.
- Ability to meet deadlines in a dynamic and fast paced environment.
- Strong PC skills including applications such as Word, Excel, Access, Outlook, and Power Point.