



Company: BOX Digital Markets
Position Title: Legal Intern Date: Fall Semester
Department: Legal Status: Part-time, exempt
Reports to: General Counsel

Position Summary:

Under the supervision of the BOX Digital Markets General Counsel the legal intern will be responsible for:

Position Duties:

- Assisting in the drafting and filing of rule changes and amendments with the SEC.
- Assist in the research and drafting of various memos
- Internet research of SEC and competitor exchanges' rules and notices
- Assist with the preparation of documents and replying to regulatory inquiries
- Assist VP with corporate matters
- Contract review and drafting for matters relating to BOX
- Research various securities rules and regulations
- Perform other duties and special projects as assigned
- Draft reports, prepare presentations, and edit documents

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. Prior experience either with a law firm, as a member of a corporate in-house legal department, or with a state/municipal/federal entity with a focus on legal matters, such as a court or regulatory agency, is helpful but not required.

Please provide:

- Resume
- Cover letter
- Writing sample

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

About BOX Digital Markets:

BOX Digital was founded in 2018 and is engaged in creating and developing markets for trading digital assets in a regulated environment.