

Paid internship NOW with the potential to be hired full-time after graduation!

Apply Now! Paid Internship Opportunity

American Heritage Financial is Hiring!



Administrative & Finance Intern

Fall 2025: 10-20 hours/week
Spring 2026: 10-20 hours/week



American Heritage Financial is seeking a motivated sophomore to join its administrative team. This multi-year internship begins with a strong foundation in administrative operations and transitions into a hands-on finance internship, offering continuous growth and professional development throughout the intern's college career.



This position will provide the opportunity to develop and apply necessary real-world skills while attaining your UWF degree.

Apply today using the QR Code or visit our website:
uwf.edu/WorkforceDevelopment

The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: workforcedevelopment@uwf.edu



UWF Talent Catalyst
UNIVERSITY of WEST FLORIDA
Amplified by Landrum



Administrative & Finance Intern Job Description

Responsibilities

- **Year 1**

- The intern will work directly with the administrative team, gaining exposure to:
 - Administrative operations
 - Calendar coordination and meeting preparation
 - Project tracking and event support
 - Exposure to the financial services industry and firm culture

- **Year 2 & 3**

- Upon successful completion of the first year, the intern will transition into a Finance Internship, where they will:
 - Support financial planning processes
 - Assist with client documentation and compliance
 - Learn industry tools and best practices
 - Apply classroom knowledge in a real-world setting
- This phased approach allows for time to build a strong foundation in the firm before diving into finance-specific responsibilities, aligning with the intern's academic progression, as finance courses typically begin in junior year.

Qualifications

- Full-time UWF sophomore pursuing a degree in Finance, Business, or a related field
- Interested in a long-term internship through graduation
- Organized, reliable, and eager to learn
- Strong communication and interpersonal skills
- Able to maintain confidentiality and professionalism