



# FEDERAL RESERVE BANK OF DALLAS

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## Management Development Professional

The Federal Reserve Bank of Dallas is one of 12 regional Reserve Banks that, along with the Federal Reserve Board in Washington D.C. constitute the Federal Reserve System. The Dallas Fed and its branches serve the Eleventh Federal Reserve District, which encompasses Texas, northern Louisiana and southern New Mexico. Established by Congress in 1913, the Federal Reserve System serves as the nation's central bank to provide a safe and stable monetary and financial system. In addition to its head office in Dallas, The Dallas Fed has three branches: El Paso, Houston and San Antonio.

### Program Overview

The Federal Reserve Bank is seeking individuals interested in a management training program. This 2-3 year program is designed to provide individuals an opportunity to develop leadership and management competencies while increasing their knowledge and awareness of Federal Reserve Bank functions, policies and procedures. As a member of the Federal Reserve Team, you will rotate throughout a variety of departments and tackle challenging and diverse assignments. Strong performance and consistent display of effective leadership skills will be rewarded with increasingly complex assignments, preparing the incumbent for the organization's leadership opportunities.

### Key Activities:

- Rotational assignments will allow individuals to develop and display skills in the following:
  - Project management
  - Data analysis and critical thinking
  - Written and oral communications
  - Leadership
  - Teamwork
- Rotational assignments may be in a variety of functions including:
  - Economic Research
  - Banking Supervision
  - Information Technology
  - Audit
  - Accounting
  - Operations
  - Human Resources
- Development opportunities include:
  - Leadership development classes and assessments
  - Mentoring by an experienced staff person
  - Career coaching and guidance
  - Interaction with executive level Bank officers



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## Required Education and Skills

- Bachelors Degree or graduating senior (class of summer 2012) required with a minimum GPA of 3.5.
- 1-3 years of solid professional experience in a business setting, i.e. internships, coops, campus/community leadership roles, professional association/organization active involvement, volunteering, etc.
- Written, oral and interpersonal skills necessary to manage projects, execute programs, interact with all levels of Bank management, staff and vendors and produce required work results.
- Demonstrated leadership experiences and skills.
- Working relationships require use of persuasion, being timely and responsive; displaying professional conduct and behavior, working well with team-based assignments.
- Strong ability to solve problems by considering available information, prioritizing and making timely contributions, drawing logical conclusions; and making good judgments
- Skilled in areas of planning, organizing, innovation, analyzing information, results orientation and original thinking.
- Working knowledge of Microsoft Office products.
- Demonstrated interest in business management or accounting.
- Equivalent education and/or experience may be substituted for any of the above requirements.

## Work Hours and Conditions

8:00a.m.-5:00p.m. (Monday-Friday).

### Note

By Federal law, this position requires that candidates fall within one of the following citizenship categories: (1) U.S. Citizen, (2) U.S. national, (3) U.S. permanent residents who are not yet eligible to apply for naturalization, or (4) U.S. permanent residents who have applied for naturalization within six months of being eligible to do so.

Applicants must be able to pass a financial background check.

### Apply Now!

Please visit our website at [www.dallasfed.org/careers](http://www.dallasfed.org/careers) to submit an online application with your attached resume/cover letter. The position is Job ID # 443.

After you apply, please contact Dameka Redic, Senior Recruiter, Department of Human Resources at [Dameka.Redic@dal.frb.org](mailto:Dameka.Redic@dal.frb.org) and/or call 214-922-6361 to notify her of your application.

**Equal Opportunity Employer**