



## Corporate Security

### Our Business:

Bank of America's Corporate Security Division is seeking dynamic individuals who are interested in joining the team. By joining Corporate Security you will develop leadership skills, foster strategic thinking, and gain a firm understanding of the Corporate Security business model. The associate will be hired into one of Corporate Security's key disciplines: Investigative Services, Due Diligence Investigations, or Protective Services.

### Overview:

#### **Current Career Opportunities:**

- **Investigative Services:** Conducts investigations in diversified operations within the bank. Participates in, or leads investigative related task forces and/or special projects that represent significant loss exposure and/or are highly visible. Identifies significant issues and controls weaknesses, and makes recommendations to line management to minimize losses. Formulates and recommends action response to allegations, files crime reports, and testifies in court proceedings.
- **Due Diligence Investigations:** Conducts routine investigations of varying complexity that generate investigative information relative to current and/or prospective customers. Interprets and analyzes information gathered from numerous databases and third-party sources and identifies "red flags" that may prompt further inquiry. Writes narrative reports summarizing information for use by relationship managers in making credit decisions.
- **Protective Services:** Manages the security program for the bank within a geographical area and provides consultation to client management. Conducts security reviews of banking and non-banking centers based on risk assessment factors. Consults with client managers and provides assistance and issue resolution to banking centers on routine questions regarding the security program. Participates in investigations of physical security incidents and other incidents as directed, providing timely documentation.

### Qualifications:

- BA/BS in Criminal Justice, Business Management, Finance, International Business, or other related area
- Minimum GPA of 3.0
- Demonstrated leadership in school, community or work experience
- Ability to motivate and influence others
- Initiative, creative problem-solving and relationship-building skills
- Integrity and high professional standards
- Demonstrated analytical, and organizational abilities
- Team-orientation, flexibility, with a receptiveness to change
- Time management skills
- Solid communication skills both written and oral
- Strong technical aptitude; proficiency in MS Word, Excel and PowerPoint required, experience with MS Access, MS Project and Visio also preferred
- Willingness to relocate

### Training:

Training is comprised of three major components: on the job training, formal training including technical, business acumen and behavioral courses and mentor partnerships.

### Locations:

Charlotte, North Carolina • Los Angeles, CA • San Francisco, CA • Boston, MA