

**FULTON FINANCIAL CORPORATION  
POSITION DESCRIPTION**

**POSITION TITLE: Management Trainee**

**DEPARTMENT: Human Resources**

**FUNCTION: Under close/moderate supervision of immediate supervisor, is responsible for observing Bank policies and procedures to acquire a working knowledge of all aspects of the Bank's operation and services.**

**ESSENTIAL DUTIES**

1. Performs assigned duties in department rotations. These departments include, but are not limited to, Operations, Retail Banking, Commercial Credit, Mortgage, Fulton Financial Advisors, Retail Loans, Loan Review, Marketing and Audit.
2. May perform related activities such as:
  - a. Conducting special projects outside scope of normal rotations.
  - b. Attending seminars and Bank related educational activities on behalf of the Bank and for professional development purposes.
  - c. Lead, or participate in, projects assigned to the trainee class.
3. Reports on progress in training program and feedback about program to supervisor and advisor.

**SPECIAL NOTICE**

- Performance reviews must indicate satisfactory progress to remain in trainee program.
- Trainee program can last up to two (2) years.

**EDUCATION REQUIREMENTS**

Four (4) years undergraduate work or the equivalent in education and/or experience measured in work experience, formal education beyond high school, or professional development activities.

**COGNITIVE REQUIREMENTS**

Strong ability to read, write and perform basic to more advanced mathematical calculations. Ability to exercise problem-solving skills. Strong ability to operate effectively in a PC environment (Word, Excel, and Powerpoint). Strong interpersonal and communication skills, in addition to customer-oriented experience/capabilities required.

### **PHYSICAL REQUIREMENTS**

Ability to see, hear, and speak. Must be physically able to drive to various locations. Position includes travel to all local Fulton Bank regions (Lancaster, York, Berks, Cumberland, Dauphin, Lebanon, Doylestown and Chester county locations)

### **EMOTIONAL EFFORT**

Moderate: Occasional short deadlines requiring some overtime. Work environment occasionally hectic with occasional moderate stress.

Send resume to: : [careerservices@etown.edu](mailto:careerservices@etown.edu) by 10/30/08.