



Minnesota Bankers Association

## Sample Internship Job Descriptions

### Sample Internship Job Description 1

#### Good Bank

Sunshine City, Minnesota

Position Available: Banking Intern

Jump start a career in the field of banking! Internships at Good Bank offer hands-on experience and an opportunity to learn the fundamentals of banking. The internship experience includes a 10-12 week rotation that highlights banking processes and how they interrelate. As an intern, you will work alongside experienced bankers who can offer insights to help you better understand the financial services industry. Good Bank is a full-service community bank offering personal banking, business banking and wealth management services with several locations throughout southwest Minnesota.

#### Qualifications

Applicants must:

1. be seeking a degree at an accredited college/university with a major in accounting, banking, business administration, commercial or banking law, economics, finance, marketing or other fields related to the position (Major must be documented in the transcript or proof of enrollment.)
2. have at least a cumulative (overall) 3.0 GPA
3. have completed two full academic years toward the degree
4. have completed three semester hours in accounting (Requirement must be met by the first day of employment.)
5. have a valid driver's license and own vehicle

#### Responsibilities may include:

List specific responsibilities and special projects.

#### Knowledge, Skills and Abilities

- solid reasoning, analytical, technical, mathematical and language abilities
- must possess excellent work ethic and ability to self-motivate
- must be able to multi-task as well as communicate well with clients
- understands the importance of being a team player

#### Hours and Wages

Interns are expected to work a minimum of 15 hours per week. Compensation is \$12 per hour. Undergraduate students with a GPA of 3.0 or higher are encouraged to apply. Summer, fall and spring internships are offered.

#### Application Process

All intern applicants should submit a cover letter and a resume by email. The cover letter should clearly state the position the applicant is applying for, the semester of interest, approximate date on which he or she would be available to begin work if selected, and why he or she would be a good fit for the position desired.

#### Application Dates

Applicants are encouraged to apply as early as possible in advance of the deadline. Invitations for interviews are sent on rolling basis starting approximately two weeks before these stated deadlines.

**Spring Semester** (January through mid-May): Please submit your application by **October 15**.

**Summer Session** (May through mid-August): Please submit your application by **February 15**.

**Fall Semester** (September through mid-December): Please submit your application by **June 30**.

## Sample Internship Job Description 2

### Position Title

### Organization Overview

This is particularly important if the business is not easily known and recognized by the public. You may include the following information:

- type of business/industry (mission statement)
- what distinguishes you from the competition (from the customer's perspective)
- size of business (number of employees, locations, revenue)
- why the student would consider your organization a great place to work

### Position Description

The primary responsibilities of the position include, but are not limited to, the following:

- You may consider identifying major responsibilities and allocating a percentage of time the intern would expect to spend on that activity.
- You may list these bullet points as they would eventually appear on the intern's resume.
- You may include a major project or a series of smaller projects, if applicable.

The intern will have the opportunity to identify interesting/special experiences the intern will have (like sitting in on key meetings, attending a companywide conference, interaction with clients, etc.) or something that makes your internship unique (like exposure to multiple areas of the company, autonomy to make some decisions, etc.)

### Qualifications

Candidates must meet the following qualifications:

- be majoring in [marketing, finance, etc.]
- have a minimum GPA of [GPA]
- plan to graduate no later than [Date] OR have completed [sophomore/junior] year
- proficient in [Computer/software knowledge]
- have valid driver's license and own vehicle

Candidates should demonstrate the following abilities/characteristics:

- technical abilities
- soft skills

### Training

If special training will be provided to the intern, you may want to explain what that training entails. You also may state if the intern will be assigned a special mentor in addition to the supervisor.

### Logistics

The internship will

- take place at our facility in [location]
- begin [start date] and extend for \_\_\_ weeks (or until a certain date)
- have a schedule as follows: [work schedule and/or hours per week]

### Application Process

To apply for the internship, please submit resume, cover letter and references to XYZ Bank, recruiter's name, email, phone; may include company website.

### Sample Internship Job Description 3

The internship job description should be exciting and informative while helping your future interns better understand what they will gain as a result of working with your organization, what skills they will hone or develop, and the significance of their work. Sell your bank, sell the internship and highlight requirements.

**Company Logo:** Add your company logo for branding of the opportunity.

**Title of the Internship Opportunity and Location(s):** Banking Internship, Sunshine City, MN

**About the Company:** Tell the prospective intern what makes you special and why students would want to work for your company. Share the culture of your office. This is important because you want students to self-select in (or out) of applying, based on their knowledge of your company culture and work environment. Be sure this is done using exciting, nontechnical business language.

**Description of Tasks/Projects:** Although financial compensation is great, students care mostly about what they will learn, what skills they will develop and what opportunities they will have to use their education.

Begin with a captivating question or statement. Example — “Are you eager to begin a career in the banking industry but have limited experience?” OR “This is a great opportunity for anyone planning to begin a career in financial services!”

- use energetic language to describe the opportunity and who the intern will be collaborating with
- describe the intern project(s)/tasks and knowledge they will gain and opportunities they will be exposed to
- focus on what kind of learning experience you can provide for the student
- focus on the skills the student will enhance during this internship

**Description of Ideal Candidate:**

- describe your ideal candidate using plenty of adjectives
- “The ideal candidate will possess the following skills ... ”
- Instead of identifying a particular major, identify particular coursework that will have been helpful before application (e.g. accounting course, finance or economics courses, etc.).

**Training and Assessment:** Interns seek mentorship, training and feedback. Let them know who will mentor them, how often they can expect to meet with their supervisor and how often they will receive formal and informal feedback.

**Pay Structure:** Stipend, Hourly Pay, Scholarship, etc.

**Apply by date:**

**Web address of the bank:**

**Work authorization:**

**EEOC Statement:**

**Key Internship Coordinator’s Name and Contact Information:** (include mailing address, email for submitting intern applications)