



Summer Internship Template

Department:	Treasury Services
Manager (this person will need to attend orientation):	Stacy Schelkoph
Overview of Internship: Provide a short summary of the internship.	Analytical responsibilities (Business Analyst work, gathering data, presenting, and serving as a facilitator, working with TS management and analyst staff)
Details of Internship: Provide a bulleted list of responsibilities, projects intern will work on, and a timeline of events throughout the length of internship.	Possible Projects; <ul style="list-style-type: none"> • TRIM, Analytical and Admin opportunity • Contact Center Quality Assurance review, to include research on best practices with other organizations and FRS for both phone calls and emails • Job description review/comparison • FLMT training review to determine need • Analyst reporting of operation • Career Development workgroup projects
Intern Development: What will the intern gain from this internship? Skills, competencies, etc.	Working with another Bank leader who is not your manager, opportunity to present material, participate in skype sessions, multi-generational department- understand communication style with who you are working with. Analytical and Administrative work related to a project and importance of planning for you and others.
Bank Competencies and/or Skills Required: Provide a bulleted list of competencies or skills required.	Adaptability & Flexibility <ul style="list-style-type: none"> • Projects/assignments may have a priority shift, ability to manage and adapt to situation, openness to new ideas and seeks understanding Communication & Interpersonal Skills <ul style="list-style-type: none"> • Working with another Bank leader who is not your manager, build working relationships, open communication and articulating your message Organization & Planning <ul style="list-style-type: none"> • Effective use of time, communicating project status, use of technology
Relationship Building/Networking Development:	Treasury Services Management team, and other Bank leaders. This is dependent on the interest of



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What key individuals will the intern be introduced to? Who will they be working with on projects?	the intern. From our experience in past year, connections have been made to other Bank leaders including outside of Minneapolis.
Systems/Technical Training: What technology will the intern learn and/or use?	Microsoft Office Product line, including SharePoint as preferred.