



BUSINESSCONNECT IDEAS FOR PROJECT-BASED INTERNSHIPS

When thinking about offering an internship opportunity to high school or higher education students, focusing more on a project or two can be rewarding for both the employer and intern.

If you already host undergraduate business interns, consider pairing the high school student with a college intern. This can give the college student valuable mentoring experience. Below are some projects to consider:

Below are some common functional areas to consider:

Financial data stewardship and analysis support: enter financial data into database or other system; tag data appropriately; scrub data to improve quality; reporting; analysis

Transaction reconciliation: compare financial or other transactions to written or electronic documentation; identify and work to resolve reconciliation issues

Targeted research support: conduct research to support internal company project; could include market research or generation of ideas (how to cut costs, improve a process, etc.)

Project coordinator and administrative support: Taking notes, updating the project plan, managing project documents, scheduling, following up; standardized reporting

Client triage support: Student supports client service professionals to meet the needs of specific clients; could include trouble-shooting, targeted case research, options set generation, etc.

Banking/financial product sales support: Helps support product sales professional to support the same of banking or financial services products to clients; this could include preparation for client meetings, creation of presentations or marketing collateral, response to client requests, etc.