

## **Say Yes Buffalo Internship Program Posting Submission Form**

**Organization Name:** Key Bank

**Location:** Amherst, Ny

**Website:** key.com

**Submitter Name:**

**Position Title:** Summer Retail Internship Program

**Organization Description/Profile:** Key Community Bank serves individuals and small to mid-sized businesses from Maine to Alaska through our 15-state network of over 1,200 branches, 1,500 ATMs, telephone banking and robust online and mobile platforms. KeyBank's Consumer/Business Banking segment provides consumers and small business owners with straightforward banking solutions and personal finance expertise that helps them make confident financial decisions today and plan for tomorrow. Key Private Bank offers wealth planning that follows a consistent, disciplined approach guided by objective advice based on each unique situation. KeyBank Commercial Bank offers midsize business financial services that drive growth and profitability and help business owners identify new opportunities with products and services including deposit, cash management, investment services, commercial lending, equipment leasing, and asset-based lending.

**Position Supervisor & Title:**

**Internship Title:** Retail Intern

**Internship Duties and Responsibilities:**

The KeyBank Retail Internship program is a 14-week foundational training curriculum designed for individuals interested in pursuing a career in Retail Banking. The role will enable individuals to gain a holistic view of the Retail branch network while working as a Branch Teller. The Retail Intern program offers individuals who have a passion and desire to help clients fulfill their dreams by helping them feel confident about their Financial Wellness. The Retail Intern is a fast tracked opportunity to experience and learn about a career in banking.

The Retail Intern reports to an Operations Leader. Through this role, the Retail Intern will gain experiences in operational, compliance, and risk components of Retail Banking. Through this internship program, you will be exposed to multiple

branch locations and Line of Business activities. You will learn how to work as a team, refine and build your customer service and relationship building skills, understand core banking principles, develop interpersonal skills and participate in delivering Key's Financial Wellness strategy. Successful Retail Interns will be eligible for placement into the KeyBank Retail Management Associate program, Key's comprehensive leadership and investment licensing program for college graduates seeking a career in banking. The Retail Management Associate program is a 6 month learning curriculum to prepare graduates to become Licensed Relationship Managers upon completion of the program.

### **Minimum Requirements**

- College student in their junior year pursuing a Bachelor's degree
- Minimum 3.0 GPA is preferred – all majors considered
- Relevant work or internship experience in sales, service or finance role
- Ability to learn quickly and take action in a fast-paced environment
- Effective sales skills (professional, assertive, confident, driven)
- Strong analytical and decision-making skills
- Effective interpersonal and relationship building skills
- General understanding of PC with Windows based applications and calculator.  
Ability to work branch hours to include weekends and occasional evenings.
- Physical Requirements: Prolonged Standing (5- 8 hours per day), frequent use of hands to manipulate/grasp objects, occasional bending and lifting from floor height, frequent forward reach, frequent lifting of 1 - 10 lbs., occasional lifting of up to 30 lbs
- Say Yes program scholar

### **Intern takeaways:**

### **Organization Takeaways:**

**Duration of employment:** 14 weeks, full time

### **Compensation:**

- Internships will paid
- NOTE: Any determination regarding academic credit will be made by the intern's academic department.

### **Accommodations:**

- The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns. Organizations should indicate in their internship

descriptions reasonable ways in which they can accommodate candidates with disabilities.

**To apply, submit:**

Resume

Cover letter

**Deadline:**

(Determined by hiring organization)