



The National Bank of Indianapolis
Job Posting: 2019 Summer Intern

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff of highly experienced professionals. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

Position Overview

We are currently seeking candidates to assist in various Bank departments for up to 12 weeks in the summer of 2019. Interns work full-time in paid positions, and are fully welcomed into the fabric of the Bank. Start and end dates are flexible, depending on students' academic commitments. All positions provide a chance for students to apply critical thinking, communication, technology, and interpersonal skills. Interns participate in information sessions with managers of all Bank departments, gaining knowledge about The National Bank of Indianapolis specifically as well as relevant career paths and banking in general.

Responsibilities

Interns are assigned to departments based on interest and related experience. Some interns will be assigned to one department for the entire summer, gaining in-depth knowledge about and being fully functional in that department. Others will rotate through two or more assignments in different departments, learning about and contributing to multiple areas of the Bank in a more limited fashion. Work responsibilities and projects are designed to be meaningful, contributing to the daily function of the Bank while also providing opportunities for interns to learn, grow, and further develop their skills and abilities.

Requirements

- Must be a rising college sophomore, junior or senior in 2019
- Business-related coursework helpful but not required
- Effective organizational and time management skills
- High degree of accuracy and attention to detail
- Proven verbal and written communication skills
- Excellent interpersonal skills, exhibiting a high degree of professionalism
- Ability to work independently and in a team environment

Application Process and Timeline

To express interest in this internship, please email your resume to Resumes@NBoFI.com. Resumes should be sent by December 15th for priority consideration; interviews are completed by mid-January, and final decisions are usually communicated by the end of February. Late applicants will be considered as space allows. Call 317/261-3271 for more information.

We invite you to learn more about The National Bank of Indianapolis at <http://nbofi.com/>

The National Bank of Indianapolis is an Equal Opportunity Employer (Minority/Female/Disability/Veteran)



**Comments about The National Bank of Indianapolis
Summer Intern Program**
~ from former interns ~

The highlight of my experience interning at the Bank was definitely my daily interaction with co-workers and clients! Everyone was always so kind and seemed genuinely happy to be working together. While interacting with clients made me extremely nervous at first, I believe it really helped me to grow in my abilities. *~Chloe, 2018*

Being able to learn about every department of the Bank during the information sessions made my internship experience so beneficial. This allowed me not only to learn about the functions of each department but also to meet many professionals who have unique backgrounds and advice for college students. *~Alexandria, 2018*

Working at the Bank has taught me that a positive attitude and respect for others in the workplace goes a long way. I will look for a positive, welcoming work environment like this in the future. *~Cassidy, 2018*

As an intern with The National Bank of Indianapolis, you can expect an array of informative projects. You will learn about the back office side of banking and work with people who truly care about your future. There is a lot of wisdom and knowledge at the Bank; if you want to get the most out of your internship, I would challenge you to seek out opportunities to ask questions and engage. *~Alex, 2018*

Everyone that I have met through this experience has been very welcoming, and more than willing to offer advice or answer my questions. Sitting down with managers of different departments and learning about all aspects of the Bank has helped me to narrow down my thoughts of what I want to do in the future. I was able to view three completely different areas of the Bank and learn about how each of those departments operates. This gave me a very good sense of the type of position I will seek upon entering the workforce. *~Maggie, 2018*

I truly cannot express how grateful I am for the opportunity to work for the Bank the last three months. It has been the best work experience I have ever had. The people in the Bank are the reason why this was such an amazing internship. I was genuinely surprised by how every single person I came into contact with was professional, hardworking, and unbelievably friendly. *~Scott, 2017*