



2022-2023 Internship Cohort

Name of Organization: Associated Bank

Position Title: Commercial Banking & Treasury Management Intern

Position #: 1002

Hourly Wage: \$18-\$20/hr

Hours Per Week: Up to 20 hours

Desired Work Schedule: within Mon- Fri, between 10am – 4:00pm

Work Arrangement: Hybrid Remote

Location: Milwaukee or Chicago

Essential Duties & Responsibilities:

Participate in business line assignments that offers distinct ownership of deliverables (more than clerical/ administrative tasks). Gain exposure to business lines through on-the-job experiences while contributing to real business needs. Complete a variety of project work to broaden knowledge of business and apply educational knowledge. Learn about the basics of business treasury management and how it supports a Business' work capital structure. In addition, gain a working knowledge of the products and services sold by the bank that businesses use every day to support their operations.

Job Accountabilities:

- Various risk documents and analysis – ACH(automated clearing house) /RD(Remote Deposit) /ICL(image cash letter) ; process improvement projects
- Data analysis and customer profiling



- Marketing campaign assistance

Required Qualification:

Knowledge Skills and Abilities:

- Verbal Communication
- Microsoft Office Skills (Word, PowerPoint)
- Initiative
- Ability to Work Independently
- Problem Solving
- Organizational Skills

Education:

- Senior year of bachelor's degree (Open to all Business Majors) required
- Min. GPA of 3.0 is preferred
- At least two accounting classes are required
- Proficiency in Excel is required

Compliance Statement

Fully complies with all applicable enterprise policies and procedures. Acts in compliance with all applicable laws and regulations as outlined in training materials, including but not limited to Bank Secrecy Act. Responsible for reporting suspicious activity to Financial Intelligence. Responsible to report all customer complaints as prescribed and procedure violations to management or HR. Responsible to report ethical concerns as needed to Associated's anonymous Ethics Hotline.

Associated Bank is committed to working diligently with any colleague who needs an accommodation perform the essential functions of the job. Please contact the Leaves & Accommodations office to request an accommodation.