

*SBI College and Career Preparatory Institute*  
*A. Philip Randolph Campus High School*

### **STUDENT PARTICIPANT INSTRUCTIONS**

- Familiarize yourself with the background information provided on the Bank of Manhattan and the Urban Scholars Internship Program.
- Students participating in this competition should visit the website of two major financial institutions.

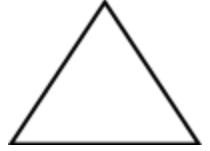
### **DUE Thursday, March 23 by 3PM:**

Submit your cover letter and resume to Charles Thompson's office on

- Address your cover letter to:  
Ms. Lauren Lim Jackson  
*Director*, Urban Scholars  
Internship Program, Bank of Harlem  
443 West 135<sup>th</sup> Street, Suite 109E  
New York, NY 10031
- **The Company Name:**  
Bank of Harlem  
443 West 135<sup>th</sup> Street  
New York, New York 10031
- ***Company Description:***  
Bank of Harlem is a diversified bank that offers a broad range of financial products and services. It is a Fortune 500 Company, which serves individual consumers, small business, and commercial clients in the United States and Canada.

- **About the Urban Scholars Internship Program**

The Urban Scholars Internship Program is designed to give students, who complete the six-week internship, an experience within the corporate culture that will enhance their college admission portfolio. The Program will provide a wide range of experiences aimed at preparing interns socio-culturally and attitudinally for post secondary educational opportunities that await them at the northeast region's finest colleges.



- **Students applying to this program should be in search of an internship experience that will:**

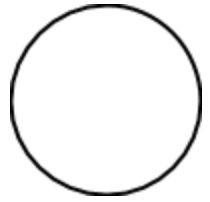
1. Provide an opportunity to learn about the financial industry
2. Provide experiences that help in refining one's career goals
3. Provide an understanding of the competences needed to succeed in the professional world
4. Aid in developing one's plans for college
5. Provide an opportunity to work in an environment where there is ethnic and racial diversity as well as diversity in interest, talents, values, origins and goals.
6. Provide an environment that will serve as a laboratory wherein one can hone oral and written communications skills
7. Provide an opportunity to meet and work with individuals whose life experiences offer new insights into college career planning and career track options.
8. Provide an opportunity to demonstrate the ability to contribute to group projects and to work independently.
9. Provide an opportunity to demonstrate the ability and desire to learn diverse skills in a corporate environment.
10. Provide an opportunity to gain a greater understanding of what makes American companies tick.

- **Eligibility Requirements**

Applicants must...

- ✓ be enrolled in a New York City Public High School that prepares graduates for admission into selective colleges;
- ✓ have a GPA of 80 or higher... *note- an academic record that includes honors and AP courses is a plus.* (we will consider applicants with lower averages if they are able to give an explanation for their academic performance and convince us that they are on a new track);
- ✓ be enrolled in an extra-curricular program that enhances their college preparedness (i.e., the College and Career Preparatory Institute (CCPI), College for Every Student (CFES), Gateway);
- ✓ have a general knowledge of three or more selective colleges in Pennsylvania and/or New England;
- ✓ have experience with Microsoft Word, Excel, and PowerPoint;
- ✓ have strong writing skills and a pleasant, accurate telephone manner;
- ✓ demonstrate an interest in current events, corporate culture, meeting and interacting with people;

- ✓ have excellent communication and leadership skills.



- **Description and General Duties of the Intern**

- Training – July 5-7, 9:00am-1:00pm
- Interns will receive 12 hours of training/orientation to ensure that they are able to perform at the level required by the group to which they are assigned. During the training period, they will also be introduced to their mentors and work place supervisors. The orientation will also include a tour of the corporate offices and will be provided with an overview of the company including mission, products, goals and objectives.

INTERNSHIP SCHEDULE will include the following:

- Daily Operations assignment 9:00AM-12:00PM

Assignments undertaken during the 9:00-12:00PM time period will include: scanning, photocopying, opening and processing incoming and outgoing mail, sorting of receipts, filing, assembling reports for distribution and/or internal use, data entry.

- Lunch 12:00-1:00PM
- Advisory 1:00-2:00PM

The intern “Advisory” will feature conference time with the Operations Supervisor, mentors, and the Program’s Special Projects Coordinator.

- Special Projects 2:00-4:30PM

The “Special Projects” segment of the day will include opportunities to: shadow senior staff throughout the organization; assist on research initiatives; assist in putting together PowerPoint presentations; coordinate an end of program networking event; prepare the end of program USIP Internship Report, which will be presented to and graded by a panel of senior staff members.

- Report to Supervisor 4:30-5:00PM

- **Other Details**

- Length of Internship – 6 weeks. July 11 through August 19.
- Hours: 9:00am-5:00PM
- Salary: \$1,000 stipend successful upon completion
- Materials needed for application: Cover Letter, Resume, High School Transcript (or most recent report card)

- **Submit Cover Letter, Resume, and High School Transcript materials to CCPI**

**2017 Mock Interview Competition**  
**Thursday, March 30th**

**Office by Thursday, March 23, 3:00PM.**

*The Mock Interview Competition is a special event sponsored by the SBI College and Career Preparatory Institute at A. Philip Randolph Campus High School.*

