



**Summer Internship Program**  
**May 28, 2019 - August 9, 2019**  
**External Employer**  
**Job Description**

**Employer:** Banks International Group  
**Assignment Address:** 25501 Shaker Boulevard, Beachwood OH 44122  
**Job Category:** Business  
Customer Service/Office Administration  
**Number of Openings:** 1  
**Work Schedule/Hours:** 10 -15 hrs./week  
**Internship Duration:** 10 weeks  
**Internship Dates:** May 28 – August 9, 2019

**Company Profile:**

Banks International Group is a management group that is a champion for the concept creators and startup founders. Through coaching, training, marketing and funding, Banks Int'l Group assists in making passionate people, profitable people.

**Job Responsibilities:**

- The Entrepreneur and Small Business intern will assist with all aspects of expanding a coaching and training business.
- The intern will be responsible for researching, planning, assisting with the creation of systems, structure and sharing ideas.

**Required Qualifications:**

- Excellent verbal and written communication skills.
- Ability to represent a company professionally over the phone and in person.
- Ability to work independently with a strong attention to detail.

**Preferred Qualifications:**

- Willingness to learn.
- Interest in entrepreneurship.
- Administrative experience a plus.