



Internship Connection Program

A PROGRAM of KBA

GUIDE FOR BANKS

PURPOSE

The Kansas Bankers Association Internship Connection Program aims to work with member banks to find the next generation of dynamic and engaged leaders. Through strategic partnerships with colleges across Kansas, college students will receive a wide range of learning opportunities and work-related banking experiences through an internship at a Kansas bank. The result will be the interns cultivating a positive impression of the banking industry and a strong desire to pursue a career in banking after graduation.

LEARNING OPPORTUNITIES

KBA encourages participating banks to appoint a bank employee mentor that will help expose the intern to various banking activities and functions. These could include the following bank functions:

Agricultural Lending, Bank Administration, Commercial Banking, Human Resources, Information Technology Systems, Operations, Personal Banking, Public Relations and Marketing.

If agreed upon between the bank and the intern, the bank can place an intern in a specific department for their internship experience. Banks may also consider assigning interns to a position rotating through several departments and roles for a broad spectrum of bank experiences.

SUGGESTED TIMELINE FOR ROTATIONAL FORMAT

- Week 1: Customer Service/Teller
- Week 2: New Accounts/Branch Management/Privacy/Security
- Week 3: Audit/Compliance
- Week 4: Cash Management Services/Investments
- Week 5 & 6: Lending, Credit Administration, Credit Analysis
- Week 7: Marketing/HR
- Weeks 8: Information Technology Systems
- Week 9-End: Special Projects and/or revisit areas of interest to the intern
 - * When hosting an Information Technology Systems intern, it is recommended that a portion of their experience is spent at different areas in the bank.

In addition, we recommend the following opportunities: special projects, representing the bank at community events, attending Board of Director meetings, and participating in staff training events.

Interns can network with bankers at one KBA conference from the list below. The KBA will provide a complimentary registration and the host bank is encouraged to cover travel and hotel expenses.

- Bank Technology and Operations Conference & Showcase
- Kansas Ag Bankers Conference
- Women in Banking Conference
- Young Bank Officers of Kansas (YBOK) Conference
- Economic Outlook and Risk Management Conference
- KBA Trust Conference



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APPLICATION & PLACEMENT PROCESS

Students interested in the program can apply at ksbankers.com/intern-connection-program-students. Applications will be accepted on a continual basis.

The KBA will connect applicants with community banks near an applicant’s available housing. KBA staff will connect applicants and banks via email, with the expectation that the banks will reach out to the applicants to schedule an interview.

Applicants and the bank will determine details regarding wages, working time per week, and start/end dates. KBA recommends interns work at least 30 hours a week for 10-12 weeks at a competitive market rate.

BANK RESPONSIBILITIES

It is recommended that the bank assigns a senior bank officer as a mentor. The mentor ensures the intern is exposed to various banking activities and functions to gain practical learning and work experience. At the beginning of their internship, it is recommended that the mentor and intern establish specific intern learning objectives for each week of the internship. The mentor and intern should also meet weekly to discuss the intern’s activities and work experiences.

During the summer internship, the intern is responsible for all housing and travel costs to and from the bank.

Banks are encouraged to assist interns in locating housing. Housing is the biggest barrier to overcome when pairing applicants and banks. We recognize that quality, short-term housing is sparse in rural areas. Providing housing will allow your bank to be more competitive with applicants.

CURRENTLY PARTICIPATING KBA MEMBER BANKS

Astra Bank	Abilene, Belleville
Carson Bank	Mulvane
Centera Bank	Sublette
Community National Bank & Trust	Augusta
Equity Bank	Wichita
Farmers & Drovers Bank	Council Grove
Farmers Bank & Trust	Atwood
Farmers State Bank*	McPherson
First National Bank	Scott City
First National Bank & Trust*	Phillipsburg
FNB Bank*	Goodland
Ford County State Bank	Spearville
GNBank, N.A.	Girard, Pittsburg
Golden Belt Bank	Hays
Guaranty State Bank & Trust Co.	Beloit
Impact Bank	Wellington
INTRUST Bank, N.A.	Wichita
Kaw Valley Bank	Topeka
Southwest National Bank	Wichita
Solutions North Bank*	Stockton

*providing housing



If your bank wants to participate in the program, scan the QR code or visit the KBA website at ksbankers.com/intern-connection-program.

Please contact J.W. Wells at intern@ksbankers.com or call the KBA office at (785) 232-3444 if you have any questions.