



Great Oaks Project SEARCH Transition Program for Students

Project SEARCH is a unique business-led transition program designed for students transitioning from high school to the world of work. It is targeted for students whose main goal is employment and will benefit from career exploration. The cornerstone of the one school-year program is immersion in a large business or organization. The students learn employability and job skills while participating in a variety of internship-site rotations that build skills toward competitive employment. Individualized job development and placement occurs based on the student's experiences, strengths, and skills. Students are given support with on-the-job coaching. Three elective credits can be awarded for successful completion of Project SEARCH. Fifth Third Bank specializes in training for **entry-level** office work and transferable skills. We currently have many departments for training opportunities. Below are samples.

Possible internship site experiences: (individualized for student strengths, abilities, and interests):

- Credit Card Processing Intern: Key credit card applications; look up identifying information
- Disputes Resolution Assistant: Mail processing, imaging documents by faxing to RightFax, Use industry specific software
- Bancorp Loan and Card Servicing Clerk: Print letters addressed to customers – process for mailing, sort checks by number and department receiving – must meet deadline.
- Consumer Lending Processing and Funding Support: Identify secured and unsecured loan documents, prepare files (list on spreadsheet) for long-term storage
- Information Technology - Access and Identity Support: Information Technology clerk – Administer “groups” and profiles by employee request; add access or delete access as needed. Use of two (computer) screens.
- Loss Mitigation File Setup and Customer Care Clerk: Entering data into Excel spreadsheet. Preparing packets and overnight mailings. Alphabetical filing and pulling files. Use of industry specific software
- Mail Center clerk: Sort and deliver inter-office mail and process overnight mail.
- COD Operations Clerk: open and audit UPS envelopes, use of machine
- COD Processing specialist: Audit payments and statements; use of postage machine.
- Document preparation Clerk: Prepare documents for imaging and look up identifying numbers
- Homeowners' Compliance and Quality Control Specialist: Log incoming and outgoing files into spreadsheet, copying, assemble packets for mailing.
- Administrative Assistant: file, enter data, scan, fax and telephone skills.
- File auditing: From a list, select, secure and prepare documents for banking audit
- Bank Card Servicing: Processing return mail credit card by scanning them into an Excel spreadsheet; processes checks for mailing.
- Compliance: Variety of Excel spreadsheets and various software packages.

For additional Information, contact:

Project SEARCH / Fifth Third Bank

Classroom location: George A. Schaefer, Jr. Operations Center
5050 Kingsley Drive 1MOC1B
Cincinnati, OH 45227

Career Tech Specialist: Jim Hansel 513.612.3623 hanselj@greatoaks.com