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| Job Title: | Teller Internship | Job Category: | Credit Union Internship |
| Department/Group: | Member Service Representative | Job Code/ Req#: | N/A |
| Location: | Angola, NY | Travel Required: | No |
| Level/Salary Range: | Scholarship | Position Type: | Intern |
| HR Contact: | Callie Danzi | Date Posted: |  |
| Will Train Applicant(s): | Callie Danzi, Amy Himes | Posting Expires: |  |
| Applications Accepted By: | | | | |

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| Fax or Email: 716-549-2785 or cdanzi@lakeshore-fcu.com  Subject Line: Internship Application | Mail: Callie Danzi  Lake Shore Federal Credit Union  P.O. Box 227  Angola, NY 14006 |

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| Job Description |
| Role and Responsibilities As an intern you will learn how to be a teller. Some of your responsibilities will be:   * Take care of members * Answer phones * Filing * Maintaining and balancing a cash drawer * Opening accounts for members * Miscellaneous office takes  Qualifications and Education Requirements Member of the Academy of Business and Finance Preferred Skills Works well with others, multitasking, communication- written/oral, accuracy, and detail oriented. Additional Notes N/A |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |