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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.comSubject Line: Internship Application | Mail:Callie DanziLake Shore Federal Credit UnionP.O. Box 227Angola, NY 14006 |

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| Job Description |
| Role and ResponsibilitiesAs 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 RequirementsMember of the Academy of Business and FinancePreferred SkillsWorks well with others, multitasking, communication- written/oral, accuracy, and detail oriented. Additional NotesN/A |

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