

Title: Junior & Senior Student Interns
Employment: Intern, Temporary
Hours: Various hours as needed
Reports to: Member Service Supervisor or Branch Manager

Description:

North Star Credit Union is proud to offer students the opportunity to learn professional skills. Students hired as interns will work with a mentor until they feel comfortable completing transactions and serving members by his/herself. Senior interns are the primary mentor for junior interns as determined by need and availability.

Program Eligibility Junior Intern:

High School students in grades 10-12 and college students completing their freshman-senior years are eligible to apply for the junior student internship position. High school students must participate in the B.O.S.S. program throughout the school year.

Program Eligibility Senior Intern:

Students who have successfully completed one year as a junior intern are eligible for the senior intern position.

General Responsibilities:

All tasks to be completed with assistance of mentor.

1. Assist members and guests in a friendly, professional manner.
2. Maintain an accurate cash drawer at all times and stay within limits.
3. Build relationships with staff, members and community partners.
4. Attend training sessions and other designated events.
5. Be familiar with opening, closing and emergency procedures.
6. Use appropriate problem solving when dealing with suggestions or concerns.
7. Attend staff meetings as planned.
8. Have knowledge of all credit union products and services.
9. Answer phones.
10. Follow dress code.
11. Community involvement.
12. Other duties as assigned

Required Skills:

- Lift up to 20 pounds.
- Excellent written and oral communication skills.
- Strong understanding of credit union products.
- GPA of 3.0 or higher.
- Proficient in Microsoft Office including, Excel, Word and PowerPoint.