

Title **Junior Student Intern**
Employment **Intern, Temporary**
Hours **Various hours as needed**
Location **Cook, MN**
Reports to **Member Service Supervisor**

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:

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.

Reports to:

Direct Report: Assistant Branch Manager
Mentor: Senior Student Intern if applicable

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.
- 16 years of age or older.
- GPA of 3.0 or higher.
- Proficient in Microsoft Office including, Excel, Word and PowerPoint.