

## **JOB TITLE: STUDENT TELLER**

### **JOB SUMMARY**

We are looking for an enthusiastic High School student to join Team TACU. This position is full-time in the summer and part-time during the school year. You will be given the opportunity to showcase your relationship building skills to enhance the member experience. You will gain extensive knowledge in our products and services to better assist our members. Our Tellers are the “face” of TACU and are responsible for welcoming our members and non-members in a friendly and professional manner. They assist members' in meeting their financial needs by providing outstanding and efficient service on a variety of transactions.

### **ESSENTIAL FUNCTIONS**

- Operate the Timberwolves Credit Union – High School Branch of TACU during 1st and 2nd lunch on Mondays and Fridays during the school year
- Be the 'face' for Timberwolves Credit Union while at school
- Represent TACU to members in a friendly, positive and professional manner
- Provide prompt, efficient, confidential and accurate service in the processing of transactions
- Respond to members' requests, problems and complaints and/or direct them to the proper person for assistance
- Handle all monetary transactions for members

### **QUALIFICATIONS**

- Must be enrolled in Tomah High School for the 2020-2021 school year
- Have basic computer, typing and calculator skills
- A positive attitude, professional image and self-motivation are essential
- Excellent oral and written communication skills



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This position includes working Saturdays, up to 40 hours/week in the summer and up to 20 hours/week during the school year. If interested, this position also qualifies for the School to Work/Youth Apprenticeship program at Tomah High School.

Apply in person at TACU Credit Union or online at <https://www.tacuonline.com/employment-opportunities/>.