



STUDENT CREDIT UNION TEAM POSITION DESCRIPTIONS

At TRUE Community Credit Union, we work as a team to “WOW” One Member at a time every time!

TRUE AMBASSADOR

- Visit classrooms during shift to escort TRUE and Jackson Saves members to the student credit union and/or pick up deposit envelopes
- Enter the classrooms respectfully and announce that all student savers are welcome to visit the credit union to make their deposits
- Deliver credit union information to the office and classrooms when needed
- Advertise the credit union by developing announcements, skits, posters, and other materials
- Collect receipts from tellers and deliver them to the accountant

MEMBER SERVICE REP

- Greet members with a smile and use their name when assisting them
- Record student member account information on deposit envelopes
- Assist with distributing saver prizes and rewards
- Assist TRUE Ambassador with developing announcements, skits, posters, and other materials to advertise the credit union

TELLER

- Greet members with a smile and use their name when assisting them
- Responsible for handling cash by opening deposit envelopes and verifying cash and checks with the totals on the envelope
- Use a calculator to verify deposits
- Assist members with account deposits by neatly and accurately recording information on receipts
- Balance cash totals with the accountant’s figures at the end of the shift

ACCOUNTANT

- Accurately record teller receipts on accounting spreadsheet
- Verify shift-end totals for each teller (calculator use may be required)
- Assist with data entry duties as needed

DATA ENTRY OPERATOR

- Enter all transactions on the computer from teller receipts (deposits, transfers, check cashing, etc.)
- Provide account information when requested by members
- Assist with accountant duties as needed

We are looking for students who have a joyful attitude and work well with others. Student volunteers may assist in shift setup and cleanup and help with additional duties when needed.