

Job Openings and Descriptions (Positions available)

Employees:

1. **Branch Manager** - In charge of all branch operations to include but not limited to branch staffing, overseeing staff, vault balancing, and assist customers when necessary. Job requires individual to be a team leader, organized, good math skills, professional appearance and a desire to work with people. Other duties as assigned. No prior experience necessary.
2. **Shift Manager** - Responsible for duties performed by the branch manager in their absence. Job requires individual to be a team leader, organized, good math skills, professional appearance and a desire to work with people. Other duties as assigned. No prior experience necessary.
3. **Teller** - Responsible for handling cash transactions from customers. Job requires good adding skills, customer friendly, professional appearance and a desire to work with people. Also responsible for providing access to student accounts through Apple FCU's Internet Web Banking service. Students will be able to check their account balances and verify deposits made from previous business day. Job requires Internet and PC knowledge, good organization skills, professional appearance and desire to work with other people. Other duties as assigned. No prior experience necessary.
4. **Marketing Officer** - Individuals work directly with Branch Manager and Faculty liaison developing marketing and sales plans for the Student Run Credit Union. The goal of the marketing officer is to promote the branch with the use of news, advertisements, posters, and articles in school publications. Other duties as assigned. No prior experience necessary.