Member Service Representative – PVCC Student Branch

University of Virginia Community Credit Union, one of the largest financial institutions based in Central Virginia, is proud to announce the opening of a new student-run branch in PVCC. This is a great opportunity for outgoing and sales-oriented PVCC students to help your fellow classmates manage their money, build their credit, and establish good financial habits that last a lifetime.

KEY RESPONSIBILITIES
In this part-time position, you will provide professional, courteous service to the members, open new accounts, certificates, and IRAs, independently and accurately perform all aspects of account transactions, and maintain knowledge of all credit union products, services, and current promotions to actively cross sell and provide the best financial solutions for members’ needs.

KEY QUALIFICATIONS
To be a strong candidate, you will have the following qualifications and attributes:

- Current full-time PVCC student in good standing with solid academic performance. A cumulative grade point average of 3.0 or higher is a plus.
- Friendly, enthusiastic, sales-oriented, and productive team player
- Professional appearance and attire
- Excellent oral and written communications
- Adept at math, money handling, operating computers, and navigating software programs
- Able to work independently, problem solve, and accurately assess members’ financial needs
- Capable of processing new information quickly and accurately
- Proven history of reliability
- Bilingual (Spanish/English) and previous sales, customer service, and cashiering experience are pluses

KEY AVAILABILITY

- Available to work most or all of the branch hours (subject to change depending on semester and business needs):
  - Monday, Wednesday 11:00 AM – 2:30 PM
  - Tuesday, Thursday 4:00 PM – 6:00 PM
  - Friday 8:30 AM – 12:00 PM

- Able to represent UVA Community Credit Union in financial education events and student-run promotional activities
- Willing to work additional hours at the Credit Union’s off-campus branches during weekends, summer or holiday breaks as needed

While this at-will, part-time position is available to full-time students, top performers may have an opportunity to enjoy a rewarding full-time career with the Credit Union in one of its twelve full-service branches after they leave PVCC.

HOW TO APPLY
Please email your cover letter, resume, letters of reference, unofficial PVCC transcript, and the attached UVA Community Credit Union application to Andre Luck, PVCC Career Services Manager at aluck@pvcc.edu by November 30, 2014. Only applicants who submit these materials by email will be considered.