



JOB DESCRIPTION

Job Position:	Student Teller for Internship Program
Reports To:	Branch Manager or Branch Operations Supervisor
Department/Branch:	Boardman, Irrigon, and Ione Branch
Regular Hours:	5 – 15 hours per week
Assigned Schedule:	Flexible schedule Monday-Friday 8:00 a.m. – 5:00 p.m.
Job Status:	Hourly/Non-Exempt

Job Summary: The purpose of this internship is to introduce the student to the position of a bank Teller. The student will also have the opportunity to learn about other job/career opportunities within the banking industry. As a Student Teller, the incumbent will learn to: process a variety of basic customer service account transactions under direct supervision and provide prompt, courteous, and friendly service with highest level of confidentiality. Student will be assigned a work schedule that best fits the needs of the branch and the student's school schedule.

Essential Duties:

- Receive checks and cash for deposit, verifies amount and examines checks for endorsement.
- Cash checks and pay out money according to bank policy.
- Order supply of cash and monitor their cash drawer limit on a regular basis.
- Balance cash drawer daily.
- Process mail and night depository box transactions.
- Learn about all bank products and services offered to customers.
- Answer telephone bookkeeping calls and completes transactions as requested.
- File, photocopy, process forms and send out notices.
- Responsible to observe and maintain the highest level of customer service.
- May reconcile and process coin counter transactions.
- May balance and fill ATM terminals.
- Complete required training and compliance with Bank Secrecy Act/Anti-Money Laundering policies, procedures, including identification of suspicious activity, CTR (Currency Transaction Report) preparation and other job specific policies/procedures pertaining to this position.
- May perform other duties as required by business needs.

Education / Experience:

- Previous customer service and cash handling experience preferred (such as at concessions or school fundraisers)

Minimum Qualifications:

- Skills in the operation of a personal computer and intra/internet.
- Ability to understand computer online systems.
- Ability to communicate effectively both verbally and in writing.
- Ability to prioritize work.
- Basic clerical skills including filing, typing, 10-key and answering phone.

- Ability to understand debits and credits.
- Ability to establish and maintain effective working relationships with a diverse group of people.
- Ability to count coin and currency.
- Ability to operate a coin counter, fax, and copy machine.

Physical Requirements:

- Must be able to remain in a stationary position constantly.
- The person in this position needs to occasionally move about inside the office to access file cabinets and other office machinery; such as a copy and/or fax machine.
- Constantly operates a computer and other office productivity machinery; such as a calculator, copy machine, and printer.
- Constantly assesses information from computer, manuals, spreadsheets and other bank systems.
- Ability to transport 0-20 pound coin bags from work station to vault area.

Bank of Eastern Oregon is an Equal Opportunity Employer/Affirmative Action Employer. This job description is subject to change and other functions may be assigned/reassigned at management's discretion. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. **This job description is not an employment contract.**

The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

FOR HUMAN RESOURCES USE ONLY

Application Process

Application portal opens March 2nd, 2026, and application materials are required no later than April 3rd, 2026.

- High School Intern Application
- Resume
- Cover Letter