

ATM(s) AGREEMENT

This ATM(s) Agreement (the "Agreement") is entered into as of the 15th day of December, 2007 (the "Effective Date"), between Wilson College, 1015 Philadelphia Ave, Chambersburg, PA 17201 ("Owner") and Pennsylvania State Employees Credit Union, 1 Credit Union Place, Harrisburg, PA 17110 ("PSECU"). For the consideration set forth below, the parties agree as follows:

1. Use of Space

- (a) **Space.** Owner agrees to permit PSECU to use mutually agreed upon Space for the placement by PSECU of an automated teller machine ("ATM") at the location listed in Exhibit A, attached hereto. Such Space may be revised from time to time by mutual agreement reflected in an amendment to Exhibit A and executed by both parties. The parties shall mutually agree on the exact placement of the ATM(s) within the Space, and no movement of the ATM(s) by Owner shall occur thereafter without the express written consent of PSECU.
- (b) **Placement of ATM.** If, after an ATM(s) has been installed, Owner shall request a different location for such ATM, Owner shall bear the entire expense of moving such ATM(s) to the new mutually agreed upon location.
- (c) **Placement of Telephone Lines.** The appearance, location, and all other features and characteristics of the telephone lines, facilities, and equipment serving the ATM(s) will be mutually agreed upon by the Parties.

2. Scope of Agreement

- (a) **PSECU's Exclusive Right to Place an ATM(s) on Owner's Premises.** During the term of this Agreement and any renewals, PSECU will have the exclusive right to place an ATM(s) at the premises described in Exhibit A.
- (b) Within one (1) month of the date of this Agreement, Owner and PSECU shall mutually designate and schedule the ATM(s) installation. The parties recognize, however, on occasion it is possible that governmental licenses, permits and zoning ordinances may be required for the installation and operation of ATM(s) at the Space listed in Exhibit A, thereby resulting in an extended date for installation. Owner shall assume responsibility for obtaining all said governmental licenses and permits. In the event Owner cannot obtain said licenses or permits, neither party shall have any further rights or obligations pursuant to this Agreement. Likewise, without any further action by either party the Agreement is thereby terminated. PSECU shall, at all times, comply with the requirements of each such license or permit.

3. Term

- (a) The term of this Agreement shall be one year, commencing on December 1, 2007 (the "Commencement Date") and terminating November 30, 2008 (the "Initial Term").
- (b) This Agreement will automatically renew for additional consecutive one (1) year terms (each such renewal period, a "Renewal Term," and together with the Initial Term, collectively referred to herein as the "Term"), unless either Party provides at least sixty (60) days advance written notice

PSECU Initials 

1

Owner Initials 

to the other Party of its desire to terminate the Agreement prior to the date of termination of the current period. Upon such notice, this Agreement will terminate at the end of the applicable period, unless it shall be renewed on such terms and conditions as the parties may agree in writing.

4. PSECU's Obligations

- (a) PSECU shall install an ATM(s) in the Space listed on Exhibit A, and shall maintain the ATM(s) in accordance with its best business practices and procedures. PSECU agrees to operate the ATM(s) in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations, and shall not violate any existing use of Space conditions of Owner, so long as Owner has provided PSECU with written notice of any such conditions. PSECU shall bear all costs in connection with such installation and operation except for those costs defined in Paragraph 5.
- (b) PSECU shall be the sole owner of the ATM, and shall be in sole control of the nature and scope of the operation of the ATM. At PSECU's expense, PSECU shall be solely responsible for the maintenance of the ATM, and the costs of all data communications necessary for the operation of the ATM.
- (c) PSECU shall use its customary practices and procedures to ensure that the ATM(s) is operational throughout the day, which efforts shall include dispatching service personnel, repairs and replacements, and monitoring data lines. PSECU shall cause the ATM(s) to operate at or above 98% (ninety-eight percent) availability, on average, as measured by PSECU's standard monthly reporting procedures.
- (d) PSECU's obligations under this Agreement may be performed by PSECU or any wholly-owned subsidiary or agent of PSECU.
- (e) PSECU and Owner shall mutually agree on the date of installation of any ATM, and PSECU shall notify Owner of the exact date of installation at least 3 (three) days prior to installation.
- (f) PSECU agrees to provide and maintain, at no expense to Owner, the telephone lines which specifically serve the ATM. PSECU also agrees to pay the monthly billing charge on the same ATM(s) telephone line. Installation and maintenance shall be conducted so as not to interfere with the normal operation of the Owner's business. The appearance, location, and all other features and characteristics of the lines, facilities and equipment serving the ATM(s) shall be mutually agreed upon by Owner and PSECU.

5. Owner's Obligations

- (a) In permitting PSECU to place an ATM(s) in the Space, Owner retains the sole right to control the management of its business; provided, however, that under no circumstance shall Owner, its employees or representatives, tamper with or have any access (other than for normal commercial use) to the ATM(s) without the prior written consent of PSECU. If Owner or Owner's agent tampers with the ATM, Owner agrees to pay for any damages or costs including alarm response fees associated with such tampering.
- (b) Owner agrees to provide, install and maintain the electrical requirements that service the ATM, and to provide the electricity for the operation of the ATM, at no expense to PSECU.

- (c) Owner shall permit PSECU, its employees and agents to have access to the ATM(s) during normal business hours for the purpose of installing, maintaining, servicing, operating and removing the ATM. In doing so, PSECU shall not interfere with the normal operations of Owner's business.
- (d) Owner shall have no responsibility for the security of the ATM, other than to act in accordance with its customary practices and procedures with respect to its property contained therein, and shall not be responsible for the operation of the ATM. However, Owner agrees to promptly notify PSECU of any evidence of tampering or damage to the ATM.
- (e) Owner will allow PSECU to display ATM(s) signage, which includes PSECU's name as the ATM(s) provider, so as to advertise the availability of the machine to the public. Owner agrees the top of the ATM(s) is reserved solely for PSECU's use and shall not permit any materials to be placed on top of ATM(s) unless approved by PSECU. Owner and PSECU shall mutually agree upon any signage and/or merchandising. All signage shall be provided by and installed at PSECU's expense.
- (f) After installation of an ATM, Owner shall take no action (including but not limited to blocking access) to cause any ATM(s) to fail to comply with any applicable federal, state or local law, ordinance, rule and regulation, including, without limitation, the Americans with Disabilities Act.
- (g) Subject to the terms of Paragraph 7, Owner may promote to its customers the existence of an ATM(s) at the Space in such manner and time as Owner may in its sole discretion determine. Owner is specifically authorized and encouraged to do the following: (i) distribute brochures (prepared and provided by PSECU at its sole cost and expense) to Owner's customers and (ii) make business-specific advertisements.
- (h) Should Owner decide to sell its location(s), which houses the ATM(s), Owner will provide PSECU with not less than sixty (60) days written notice of its intent to sell such location(s), prior to any such sale. Owner agrees that should it fail to properly notify PSECU of any such sale, as herein provided, Owner shall fully reimburse PSECU for any and all costs related to the removal of the ATM(s), including any attorney's fees.

6. Termination.

- (a) Termination for Breach. Except as otherwise expressly provided in this Agreement, either Party may terminate this Agreement (i) at any time in the event of a material breach of any provision by the other Party which remains uncured after thirty (30) days written notice thereof or (ii) immediately following written notice to the other Party if the other Party ceases to do business in the normal course, becomes or is declared insolvent or bankrupt, is the subject of any proceeding related to its liquidation or insolvency (whether voluntary or involuntary) which is not dismissed within ninety (90) days or makes an assignment for the benefit of creditors.
- (b) PSECU shall continue to operate the ATM(s) until the Termination Date without objection of or hindrance by Owner.
- (c) Notwithstanding anything contained in this Agreement to the contrary, if Owner shall elect to terminate this Agreement in its entirety, or as to any space listed in Exhibit A, during the term, and PSECU is not in breach of its obligations under this Agreement, Owner shall be prohibited from allowing any other person or entity to own or operate an ATM(s) in such terminated Space for the

remainder of the Term in its entirety.

(d) Liquidated Damages. Both parties agree that this venture constitutes a significant capital outlay for PSECU to provide the services requested by Owner, and that PSECU is relying on the Owner to continue to use PSECU's services during the full term of contract, including any renewal. The parties understand that PSECU would incur considerable costs to place the ATM(s) into another location, as well as untold loss of good will with its clientele who utilize the ATM, upon which it would be impossible to place a value. Therefore, if this contract is terminated by Owner prior to the end of the initial term, or prior to the end of any applicable renewal thereof, for any reason other than for material breach by PSECU, Owner will not be permitted to retain, contract or employ the services of any other ATM(s) provider or servicer during the original time period of contract or any renewal period, whichever is applicable immediately prior to such termination. The parties hereto agree that any such retention, contracting or employing of third party ATM(s) services by Owner would constitute a substantial breach of the original intention of the parties for entering into this Agreement, and would cause considerable financial harm to PSECU. Therefore, PSECU would be entitled under such circumstances to recover from Owner a sum of One thousand dollars (\$1,000.00), which is not a penalty. PSECU may also bring a claim for any consequential damages and/or attorney's fees if applicable.

(e) Effect of Termination

- (i) PSECU will remove the ATM(s) being terminated and shall repair any damage to Owner's premises, as a result of ATM(s) removal, not later than thirty days after the Termination Date.
- (ii) Termination of this Agreement as to any Space shall be effective on the date that the ATM(s) in the Terminated Space is removed by PSECU, and PSECU shall operate the ATM(s) in the Terminated Space until the date of such removal. All terms and conditions of this Agreement shall remain in full force and effect with respect to such Terminated Space until the ATM(s) is removed.

7. Advertising

Neither party shall refer to the other party in advertising or press releases nor use the other party's logos, trademarks, or service marks without the prior written consent of the other party, which may be withheld or withdrawn in the discretion of the party whose logos, trademarks or service marks are being used; provided, however, that PSECU shall be permitted, without obtaining the consent of Owner, to include the address of the ATM(s) in a directory of all of, or a portion of, the PSECU's and/or any wholly owned subsidiary's ATMs and/or other financial facilities. Each party hereto acknowledges that the other party's logos, trademarks, and service marks are the sole property of that party.

8. Mutual Indemnification

- (a) PSECU shall defend, indemnify and hold Owner harmless from and against all costs, expenses, damages and liabilities of any nature whatsoever (including, without limitation, reasonable attorneys' fees and actual expenses) which may be suffered, incurred or threatened against Owner on account of or resulting from this Agreement, the existence or operation of said ATM, or any action or omission of PSECU, its employees or agents under this Agreement, provided that PSECU shall not be required to defend, indemnify or hold Owner harmless from Owner's own

negligence or wrongful conduct or that of Owner's agents, employees or independent contractors.

- (b) Owner shall defend, indemnify and hold PSECU harmless from and against all costs, expenses, damages and liabilities of any nature whatsoever (including, without limitation, reasonable attorneys' fees and actual expenses) which may be suffered, incurred, or threatened against PSECU on account of or resulting from any actions or omissions of Owner, its employees or agents; provided, however, that this indemnity shall not apply to acts of Owner's invitees which involve wrongly obtaining funds from the ATM(s) through fraudulent methods.
- (c) Notwithstanding anything contained herein to the contrary, if the ATM(s) and/or its contents are damaged, stolen or destroyed as a result of an insured peril, or a peril that ordinarily would be insured if the party is self-insured, or if an insured liability for bodily injury, death, or property damage arises, or a liability that ordinarily would be insured if the party is self-insured, then, whether or not the damage, destruction, bodily injury, death, or property damage was caused by the negligence of the other party, neither Owner nor PSECU shall be liable to the other or any insurer of the other with respect to the insured portion of such damage, destruction, bodily injury, death or property damage or, if the party is self-insured, the portion of such damage, destruction, injury, death or damage that ordinarily would be insured. All policies of insurance shall contain a provision such that: (a) the insurer waives its right of subrogation against the other party hereto with respect to the insured damage, destruction, bodily injury, death or property damage, except as to any self-insured or uninsured deductible amount, and (b) the waiver by the insurer of its right of subrogation shall not affect the right of the insured to recover under any insurance policies; provided, however that if such waiver is not available or is only available at an additional premium, the insured party shall give notice to the other party and, in the case of the latter, the other party shall be given the opportunity to pay the additional premium and obtain the benefit of the waiver.

9. Insurance

PSECU shall maintain insurance on the ATM, including, without limitation, bodily injury, property damage, personal injury, and advertising injury, in an amount no less than One million dollars (\$1,000,000.00) per occurrence. Owner shall maintain insurance on the facility - the Space - including, without limitation, bodily injury, property damage, personal injury, and advertising injury insurance, in an amount no less than One million dollars (\$1,000,000.00) per occurrence.

10. Personal Property

Each ATM(s) shall remain the sole and exclusive property of PSECU at all times, and shall not be construed in any way as being a fixture.

11. Regulatory Approval

- (a) PSECU's obligation under this Agreement to place an ATM(s) in any ATM(s) location is contingent upon and expressly subject to the receipt by PSECU, satisfactory to PSECU in form and substance, of any required approval by an appropriate regulatory authority over PSECU, its subsidiaries, or their operations. PSECU will use its best effort to obtain any required approvals and will make all necessary filings to obtain the same. If any required approval is not obtained within fifteen (15) days of the execution of this Agreement, PSECU shall have the right, at any

time, to terminate this Agreement without penalty.

- (b) In the event that PSECU is forced to close its operations as an ongoing business concern or is taken over by any banking authority, Owner may terminate the Agreement only with the concurrence of such banking authority, except for the case of a default on the part of PSECU or a successor. Such banking authority shall, in any event except default, have the election to continue, to assign, or to terminate the Agreement.

12. No Joint Venture: Owner not a Bank

The parties acknowledge and agree that nothing contained in this Agreement is intended or shall be construed to establish Owner and PSECU as entering into any joint venture or partnership. In addition, the parties acknowledge and agree that Owner, by entering into this Agreement, is not in any manner representing that it is a bank or otherwise involved in the business of banking.

13. Notices

All notices, consents, requests and demands to or upon the parties which are required or permitted hereunder shall be in writing, shall be deemed to have been given or made when delivered in person, or upon the receipt of certified mail or express courier service mailing of such notice, sent return receipt requested or signature receipt, postage or payment prepaid by notifying party. Notice must be sent to the address of the other party as first written above. However, either party may from time to time change its address by notifying the other party of its new address, in writing and in the manner provided for in this Paragraph.

14. Assignment

PSECU shall not assign this Agreement other than as permitted in this Paragraph without the prior written consent of Owner; provided, however, that nothing in this Agreement shall be construed to prevent PSECU, without Owner's consent, from assigning any of PSECU's rights under this Agreement to any wholly-owned subsidiary of PSECU, or the surviving entity of any merger or consolidation of PSECU or any wholly-owned subsidiary. Owner shall not assign this Agreement without the prior written consent of PSECU, and such consent must not be unreasonably withheld.

15. Counterparts

This agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same instrument.

16. Entire Agreement

This Agreement contains the entire agreement between parties with respect to the subject matter hereof and supersedes all prior arrangements, agreements or understandings with respect thereto. Section headings contained in this Agreement are for the convenience of the parties, and are without meaning.

17. Changes

The terms and provisions of this Agreement may not be modified or amended except as agreed in writing by the parties.

18. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to Pennsylvania's law respecting conflicts of laws. The parties mutually consent and submit to the jurisdiction of the federal and state courts for Dauphin County, Pennsylvania, the Middle District of Pennsylvania, and agree that any action, suit or proceeding concerning this Agreement shall be brought only in such federal or state courts. The parties mutually acknowledge and agree that they will not raise, in connection with any such suit, action or proceeding brought in any federal or state court for Dauphin County, Pennsylvania, or the Middle District of Pennsylvania, any defense or objection based upon lack of personal jurisdiction, improper venue, inconvenience of forum or the like.

19. Confidential Information

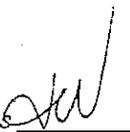
This Agreement contains confidential and proprietary information of PSECU. None of the information contained herein, or the business of PSECU, including but not limited to surcharge and license fees, shall be used by the Owner or disclosed to others for any other purpose than to perform Owner's duties under this Agreement, or used by or for others, without the express written consent of the PSECU. Owner further agrees, acknowledges, and recognizes that PSECU is a highly regulated financial institution that is under a strict duty of confidentiality with regard to its operations and its member records, specifically any "Confidential Information". Confidential Information shall specifically include, but not be limited to, the following: all non-public member data; account or personal information, such as account numbers, access codes, account ownership and names of account owners, demographic information, and financial transactions conducted within those accounts; inventory lists; competitively or business sensitive material that is not generally known to the public; scientific or technical information, including hardware information, system descriptions and recovery point information and recovery time objectives; computer hardware, software or other technical design or information, including processing parameters and procedures; and relationships with customers or vendors of PSECU, the products of any of them, and any performance results of any of them. Owner will not sell, transfer or share with any third parties any Confidential Information which it receives during the ordinary course of conducting business with PSECU or otherwise, unless it receives prior written consent from PSECU following notice given to PSECU by Owner specifying exactly what Confidential Information is to be shared and with whom it will be shared and the reason permission to disclose is being requested. Any Confidential Information received by Owner or any PSECU-approved recipients, may be used only as is necessary to complete the stated purpose of this Agreement, and shall not be used in any way that may infringe upon the ownership rights of PSECU or cause Owner or any third party to gain any competitive business advantage with respect to PSECU. Notwithstanding anything in this Agreement to the contrary, the rights and responsibilities regarding Confidential Information as herein stated shall survive termination of this Agreement. Upon termination, or earlier upon the express written request of PSECU, Owner shall destroy any Confidential Information that it may have obtained from PSECU.

20. Right to Audit

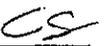
At no expense to Owner, PSECU shall have the right to examine and copy all writings related to any aspect of this Agreement. Upon notice, Owner agrees to make these materials available to PSECU's

designated representative during reasonable business hours. PSECU's right to audit shall extend for a period of one year after termination of this Agreement. Owner shall include in all subcontracts a like provision under which PSECU shall have the above referenced rights.

PSECU Initials



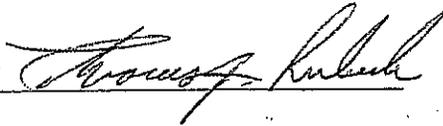
Owner Initials

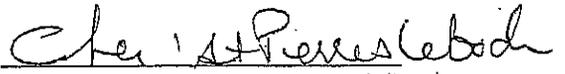


IN WITNESS WHEREOF, the PARTIES to this Agreement have executed it through their respective duly authorized officers, as of the Effective Date noted above. This Agreement shall not be fully executed and binding on the PARTIES unless and until all signatures are affixed hereto.

PA State Employees Credit Union

Wilson College

BY: 

BY: 

NAME: THOMAS J. RUBACK
TITLE: VICE PRESIDENT CARD SERVICES

NAME: Cheryl St. Pierre LeBoda
TITLE: VP for Finance & Administration

DATE: 12/11/07

DATE: 12/4/07

All notices should be sent to the following locations/representatives:

Pennsylvania State Employees Credit Union
Attention: Jamie Weaver, Card Services
1 Credit Union Place
P.O. Box 67013
Harrisburg, PA 17106

Pennsylvania State Employees Credit Union
Attention: Kimberley M. Frank, General Counsel
1 Credit Union Place
P.O. Box 67013
Harrisburg, PA 17106

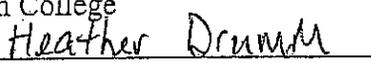
Wilson College
Attn: 
1015 Philadelphia Ave
Chambersburg, PA 17201-1285

Exhibit A

Locations

Wilson College
1015 Philadelphia Ave
Chambersburg, PA 17201-1285

PSECU Initials SW

Owner Initials CS

EXHIBIT B

Proposal for

PSECU

at

WILSON COLLEGE

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PROPOSAL OVERVIEW

PSECU is proposing to work with Wilson College (WC) in the creation and operation of an on-campus presence via ATM service, intern program and interest tables. The establishment of this presence will mutually benefit the student body and Wilson College in both an educational and economic way. We view this concept as a continuation of the educational process that can include the involvement of various departments and offer a means to enhance the educational experience while at the same time serving the financial needs of all WC students, faculty, and staff.

We present this proposal for consideration offering opportunities to improve the lives of the WC students, providing financial benefit to the students and Wilson College, and enabling PSECU and WC to participate in a growing, on-going relationship.

To firmly establish our commitment to the success of this relationship, PSECU is offering Wilson College a financial package of \$2,500 in scholarships over the five year period as well as incentives for each account and various services opened on campus.

In addition, PSECU would like to offer in the future a program with similar benefits for alumni, which could increase the revenue returned to Wilson College.

PSECU is looking forward to sharing the success of this project with WC, both financially and educationally, for many years to come.

SCOPE OF OPERATIONS

PSECU will use the following guidelines when operating the PSECU at Wilson College:

- The on campus presence will operate as a satellite of our Shippensburg University location and will promote our automated systems and services.
- New member applications will be accepted and the \$6 fee (\$1 entrance fee and \$5 initial share purchase or deposit) for a new account will be waived.
- No cash or checks will be handled on campus; all deposits will be directed to the U-Post service. Interns will not have access to member account information.
- All brochures, applications, and literature available on our other campus locations will be available at Wilson College.
- Staff will consist of one Business Advisor, one Management Intern, and one Intern. Note: The responsibilities of the Wilson College Business Advisor will be handled by the current Shippensburg Business Advisor.
- Specific staff responsibilities and duties are listed in the position descriptions.
- A PSECU Administrator of Operations will oversee the recruitment, selection, training, and scheduling of student interns.

PSECU Presence at Wilson College Location

- The recommended location of the PSECU ATM at Wilson College would be in the Student Activity Center.

WILSON COLLEGE AND INTERN INCENTIVE SCHEDULE

Incentives are payable for any of the following services set up within one year of the member joining PSECU:

<u>PSECU SERVICE</u>	<u>WILSON COLLEGE INCENTIVE</u>	<u>INTERN INCENTIVE</u>
New Account (Student/Family)	\$ 5.00	\$ 2.00
New Account (Faculty/Staff)	\$ 10.00	\$ 2.00
Real Estate Equity Loan	\$ 20.00	\$ 10.00
Auto Loan	\$ 10.00	\$ 5.00
Check Card	\$ 5.00	\$ 2.00
Checking	\$ 5.00	\$ 2.00
Visa®	\$ 5.00	\$ 2.00

POSITION DESCRIPTIONS

POSITION DESCRIPTION: Business Advisor
CLASSIFICATION: Manager
REPORTS TO: Administrator of e-Centers

ORIGINAL DESCRIPTION DATE: 10/2007
LAST REVISION DATE:
WORKSTATION COVERED:

Mission: To promote Pennsylvania State Employees Credit Union (PSECU) membership on campus and through telephone contact. To educate WC students and staff about PSECU services; demonstrate how to use automated delivery systems located and assist in the application process for PSECU membership or services.

Primary Duties and Responsibilities:

- Provides leadership, direction and support to staff.
- Interfaces with PSECU management and all student interns staffing the facility.
- Recruits and hires interns in advance of vacancies, when possible.
- Develops and distributes staffing schedules.
- Adheres to PSECU's internal controls established for PSECU at Wilson College.
- Documents misconduct and inappropriate behavior of student interns.
- Recommends discipline to Administrator of Operations.
- Assists Administrator of Operations with discipline procedures.
- Monitors the ATM to ensure availability to members.
- Ensures applications, forms, etc., are forwarded to the main office in a timely manner as determined by PSECU.
- Ensures the orderly maintenance of the area assigned to PSECU; i.e. adequate supplies of brochures, forms and applications.
- Ensures equipment is used for credit union business only.
- Promotes credit union services and products.
- Cross-sells credit union membership and services to WC enrollees.
- Educates membership on automated services.
- Directs membership to the website, www.psecu.com.
- Directs membership to online account access (psecu@home@).
- Organizes and presents group presentations.
- Performs follow-up phone calls and e-mails to new members to build a relationship.
- Receives sales and product knowledge training.
- Reviews all applications for completeness.
- Assists membership with state and non-state payroll forms and direct deposit forms.
- Refers all unresolved member questions or problems to the Administrator of Operations at PSECU.
- Displays professionalism.
- Business casual attire.
- Performs other duties as assigned.

Prerequisite for Job:

- Previous customer service experience in banking, retail environment or sales preferred.
- Must be able to handle stressful or difficult situations in a calm manner.
- Must have good listening and oral communication skills.
- Must be Internet literate.
- Must be computer literate.
- Must be bondable.

POSITION DESCRIPTIONS

POSITION DESCRIPTION: Management Intern
CLASSIFICATION: Intern
REPORTS TO: Business Advisor

ORIGINAL DESCRIPTION DATE: 10/2007
LAST REVISION DATE:
WORKSTATION COVERED:

Mission: To promote Pennsylvania State Employees Credit Union (PSECU) membership on campus and through telephone contact. To educate WC students, faculty and staff about PSECU services; and assist in the application process for PSECU membership or services.

Primary Duties and Responsibilities:

- Acts in the absence of the Business Advisor.
- Assists the Business Advisor with the daily operation.
- Provides direction and support to staff.
- Adheres to PSECU's internal controls established for PSECU at Wilson College.
- Monitors the ATM to ensure availability to members.
- Ensures all applications, forms, etc., are processed and forwarded to the main office in a timely manner as determined by PSECU.
- Ensures the orderly maintenance of the area assigned to PSECU; i.e. adequate supplies of brochures, forms and applications.
- Promotes credit union services and products.
- Cross-sells credit union membership and services to WC enrollees.
- Meets established monthly membership and service goals.
- Educates membership on automated services.
- Directs membership to the website, www.psecu.com.
- Directs membership to online account access (psecu@home)
- Organizes and presents group presentations.
- Assists & reviews all applications for completeness.
- Assists membership with state and non-state payroll forms and direct deposit forms.
- Refers all unresolved member questions or problems to the Business Advisor.
- Displays professionalism.
- Business casual attire.
- Performs other duties as assigned.

Prerequisites for Job:

- Must be enrolled at Wilson College.
- Previous customer service experience in banking, retail environment and sales preferred.
- Must be able to approach and talk to people.
- Must be able to handle stressful or difficult situations in a calm manner.
- Must have good listening and oral communication skills.
- Must be computer literate.
- Must be Internet literate.
- Must be bondable.

POSITION DESCRIPTIONS

POSITION DESCRIPTION: Intern
CLASSIFICATION: Intern
REPORTS TO: Business Advisor
ORIGINAL DESCRIPTION DATE: 10/2007
LAST REVISION DATE:
WORKSTATION COVERED:

Mission: To promote Pennsylvania State Employees Credit Union (PSECU) membership on campus and through telephone contact. To educate WC students, faculty and staff about PSECU services; and, assist in the application process for PSECU membership or services.

Duties and Responsibilities:

- Promotes credit union services and products.
- Meets established monthly membership and service goals.
- Educates membership on automated services.
- Cross-sells credit union membership and services to WC enrollees.
- Directs membership to online account access (psecu@home®)
- Directs membership to the website, www.psecu.com.
- Assists & reviews all applications for completeness.
- Assists membership with state and non-state payroll forms and direct deposit forms.
- Displays professionalism.
- Business casual attire.
- Organizes and presents group presentations.
- Performs other duties as assigned.

Prerequisites for Job:

- Must be enrolled at Wilson College.
- Previous customer service experience in banking, retail environment and sales preferred.
- Must be able to approach and talk to people.
- Must be able to handle stressful or difficult situations in a calm manner.
- Must have good listening and oral communication skills.
- Must be computer literate.
- Must be Internet literate.
- Must be bondable.

REFERENCES

Millersville University (Two ATMs; ID/ATM – Card Program)

Amy Dmizak
Assistant Vice President for University Advancement
PO Box 1002
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Lock Haven University (Two ATMs; ID/ATM – Card Program)

Dr. Linda D. Koch
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Phone: (570) 893-2022

Bloomsburg University (Three ATMs; ID/ATM – Card Program)

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Elizabethtown College (One ATM)

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Kutztown University (Two ATMs; ID/ATM – Card Program)

James Sutherland
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