

**POSITION OPENING
CARROLL ELECTRIC MEMBERSHIP CORPORATION**

POSITION:

Member Services Undergraduate Student

NUMBER OF OPENINGS:

2

DEPARTMENT:

Member Services

SHIFT:

Day/Part-Time

POSTING OPENS:

10/14/2025

POSTING CLOSES:

PURPOSE OF POSITION:

Carroll EMC's work-study program offers career development opportunities through paid work experience and unpaid internships for select, high-potential high school and college students. This program complements the studies of students with an academic focus and career interests related to the electric utility industry and cooperative businesses.

The Member Services Undergraduate Student Employee provides essential support to the Member Services team by assisting with daily transaction processing, drive-thru and front counter service, and end-of-day reconciliation. This role ensures the accurate handling of Member payments, cash drawer balancing, and deposit preparation while maintaining high standards of accuracy and confidentiality. The student employee also supports administrative tasks such as scanning, mailing correspondence, processing returned and incoming mail. This position plays a key role in enhancing Member Service efficiency and contributing to the overall operations of the department.

MINIMUM JOB SPECIFICATIONS:

The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

REQUIRES:

- Must be enrolled in a high school, college, technical college, or university.
- Require the ability to work independently and cooperatively.
- Require the ability to adapt to rapid or major changes.
- Require the highest ethical standards.
- Require excellent communication skills.
- Require the ability to think critically and creatively.
- Basic cash handling skills.
- Strong interpersonal skills with an interest in providing excellent customer service.
- Require the ability to work irregular hours during emergency situations.
- Require a valid Driver's License with a clean Motor Vehicle Record.
- Must pass pre-employment physical, criminal background check, and drug testing.

Interested applicants can apply online at www.cemc.com/careers. *No phone calls, please.*

Carroll Electric Membership Corporation promotes a drug-free workplace. EOE, including disability/vet.