



Job Title: Banking Services Intern

Salary: \$15.35/hour

Status: Non-Exempt

Date: 2026

Hours: Up to 40 hours per week, schedule flexible based on branch needs.

Who We Are

At Timberline Bank, our people are our most valuable asset. We seek qualified employees who enjoy people, are innovative, and who are eager to learn. We, in return, provide opportunities for personal advancement and professional growth. The driving force behind our dedication to providing a "Better, Faster, Easier. -Always." experience is the Timberline Team. From the moment you enter the building, we greet you as a person, not an account number-our belief in the value of exceeding customers' high expectations is what makes Timberline Bank a bank here for our community. Our commitment has been and always will be to provide high-quality personalized customer service. With the Timberline personal touch, the level of customer support is unparalleled. We want to support you and your financial well-being, whether through your personal or commercial needs. Each customer contributes to the success of our small business. TO US, IT IS PERSONAL.

What We Value

At Timberline Bank, the core of our culture is in the following values. We believe heavily in fulfilling each one of these to the highest degree. Our culture is the foundation of who we are as a team, and as a business.

1. Exceeding Customers' High Expectations
2. Empowering a Dedicated Team
3. Having Fun While Winning
4. Passionate About our Communities
5. Value Added Resource for our Customers (Trusted Advisor)

Position Summary

Timberline's semester-based paid internship is designed to provide hands-on exposure to the banking industry through experience across multiple departments within the bank. Interns will gain professional workplace experience, develop an understanding of banking operations, and build valuable communication, customer service, and administrative skills while supporting teams throughout the organization. This role provides a valuable learning opportunity for a current student pursuing a business, finance, or related degree while contributing meaningfully to the branch's daily operations.

Essential Duties and Responsibilities

- Assist various departments throughout the bank with daily tasks, projects, and operational support as needed.
- Gain exposure to multiple areas of banking, which may include customer service, operations, lending, administration, mortgage, and other banking functions.
- Observe and participate in departmental processes to develop a broad understanding of banking operations and financial services.
- Provide professional and courteous service when interacting with customers, employees, and vendors.
- Support staff with administrative duties such as filing, data entry, document preparation, scanning, and organization of records.
- Participate in meetings, training sessions, and learning opportunities designed to enhance professional development and industry knowledge.
- Maintain confidentiality and handle sensitive information in accordance with bank policies and procedures.
- Demonstrate professionalism, dependability, communication skills, and a willingness to learn in a team-oriented manner.

- Assist with special projects and additional duties as assigned based on departmental needs and internship rotation.
- Duties may expand based on experience and professional development goals.

Required Knowledge and Expertise

- Must be a current college student.
- Pursuing a business, finance, or related degree.
- Previous customer service or administrative experience is a plus but not required.
- Strong communication and interpersonal skills for interacting with customers and team members.
- Basic computer skills and proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Customer service skills, attention to detail, and strong organizational abilities.
- Ability to work independently and collaboratively in a professional environment.
- Demonstrates initiative, reliability, and ethical behavior.

**Pursuant to the Colorado Equal Pay for Equal Work Act and Equal Pay Transparency Rules, the salary range above represents the low and high end of the salary range for this position. Actual salaries will vary and may be above or below the range based on various factors including but not limited to location, experience, and performance. The range listed is just one component of the total compensation package for employees. Incentives based on Timberline Team goals may also be offered. In addition, Timberline Bank provides a variety of benefits to full time employees, including health insurance coverage, vision insurance, dental insurance, life and disability coverage, 401K plan, paid holidays and paid time off.

Equal Employer Opportunity Statement

Timberline Bank prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. All job requirements in the job description provided indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities, and requirements of the position. Employees may be required to perform other job-related assignments as requested. OUR COMPANY ADHERES TO A POLICY OF EMPLOYMENT-AT-WILL, WHICH ALLOWS EITHER PARTY TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job function as outlined with or without any reasonable accommodations.

Signature: _____

Date: _____