



Job Title: Co-op Student Assistant
Department: Loan Servicing Department
Reports To: Loan Servicing Coordinator
Supervises: None
Last Updated: 04.21.2021
Summary: Provide basic document scanning services in accordance with financial institution procedures and perform other duties as assigned and/or necessary

- MAJOR DUTIES & RESPONSIBILITIES:**
- Accurately scan and organize physical form loan documents into electronic form documents
 - Complete quality review checks of scanned items
 - Meet scanning quota goals
 - Learn and serve as a fill-in for other departments and positions, as required
 - Understand and follow bank/department regulations, policies, and procedures, and participate in all compliance-related training

- EDUCATION & EXPERIENCE:**
- Student status at a high school or college
 - Successful completion of in-house training program
 - Experience with Microsoft Office products