



Job Title: Co-op Student Assistant
Department: Credit
Reports To: AVP/Credit Manager
Supervises: None
Last Updated: 04.21.2021
Summary: Provide basic clerical support to the Credit department in accordance with financial institution procedures. Assist Credit Analysts and Manager, and/or Collections Manager with any daily tasks and perform other duties as assigned and/or necessary.

MAJOR DUTIES & RESPONSIBILITIES:

- Scan financial documentation
- Perform floorplan checks monthly
- Prepare Needed Financials mailings bi-annually
- Prepare PPP payoff notice mailings.
- Assist in preparing monthly and quarterly board reports
- Gather data for audit specific requests
- Assist Credit Analysts with financial analysis
- Run department specific mail
- Data visualization, cleaning, and entry

EDUCATION & EXPERIENCE:

- Must be detail oriented
- Student status at a high school or college
- Good in-person and phone communication skills
- Experience with Microsoft Office products
- Preference given to students enrolled in the following degree programs: Accounting, Finance, Business, Management, and Mathematics

**EEOC Statement:**

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. Nothing in this job description limits or in any way modifies the right of any supervisor/manager/director to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are mutually inclusive or of similar kind or level of difficulty. The position will be filled based on qualifications regardless of age, sex, race, religion, color, national origin, disability, marital status, height, weight, or other legally protected status. This job description should in no way be construed as a contract of or for employment. Superior National Bank is an equal opportunity employer.

Job Description Acknowledgement:

I have reviewed the above job description and acknowledge that it is a fair and accurate documentation of the required duties, knowledge, skills, abilities, and education/experience necessary to be successful in the position. I acknowledge that the above job description is a basic overview of the position and is in no way limited to the qualifications and specifications listed. I understand that the requirements of this job may be altered at any time with or without notice due to changes in business, technological, personnel, or various other activities/practices.

Employee Name - printed

Employee signature

Date

Please review, sign, and return to Human Resources by email at HR@snb-t.com, via secure fax at 906-696-2408, or in person at our Hancock main office.