 Title: Loan Administration Intern
Position Description Reports to: SLOO Status: Part-time/ Temporary

**Project Management Intern
Position Description**

This position is primarily responsible for completing a variety of defined projects related to maintaining the integrity of the loan documentation system, and assisting with systems conversions.

**Performance Dimensions**

•Contributes to the completion of milestones associated with specific projects
•Completes assignments where attention to detail and initiative are required
•Performs data entry requiring a high level of accuracy
•Contacts clients to secure updated documentation and service agreements

**Teamwork Dimensions**•Demonstrates respect for co-workers, contributes to a positive work environment
•Works collaboratively with the team
•Adheres to established bank policies and procedures
•Demonstrates understanding of, and compliance with, governing regulations and laws
•Maintains a neat and professional personal appearance and work area

**Required Skills and Experience**• Minimum of a high school diploma
• Pursuit of business or finance related degree preferred
• Ability to work autonomously, take the initiative and exercise independent judgement
• Outstanding attention to detail
•Strong written and verbal communication skills
•Mastery of MS Office products
•Competence with general office equipment; familiarity with scanning and indexing documents

**Position Description**This position has frequent contact with the management team, infrequent contact with customers. This position will have access to confidential customer information. This position reports to Senior Loan Operations Officer.

**Work Conditions**Tasks are performed primarily in an office setting and require the ability to sit or stand for prolonged periods of time. Prolonged visual concentration at a computer monitor can be expected. Employee must be able to lift up to 10 pounds on an occasional basis. Interns will typically work 15-20 hours/ week.

This description is meant as an overview of the Treasury and Finance Operations Intern position and is not intended to describe all tasks which the employee may be asked to perform. Changes may be made to this description at any time at the discretion of the bank. Reasonable accommodations may be made to assist qualified individuals in completing the essential functions of the position.