Responsibilities:
• Order various documents in the beginning of the loan process, including, but not limited to: title, verification of employment, verification of deposit, appraisals, insurance quotes, surveys, uploading packages;
• Follow up to make sure the documents are received in a timely manner. Once they come in, verify for accuracy;
• Assist processing personnel with common tasks;
• Filing and organizing information;
• Research;
• Preparing various reports as needed;
• Other duties as requested by supervisor.

Required Qualifications:
• Candidate must have a good understanding of general business. The person has to be very detail oriented, and have strong organizational skills. Good customer service and communication skills are a must.
• Preferred Qualifications: Any specific knowledge of the housing industry is a plus, but not necessary. Bilingual candidates are preferred.

Fall 2013 Internship Opportunity

Start Date: August 28
End Date: December 3

Amount to be Paid:
$1,000 scholarship for the first 135 hours. If the total amount of hours worked exceeds this, the pay will be set at minimum wage; which will be paid out at the end of the semester.

For More Information:
Leiza Nochebuena
Phone: 956-326-2822
Office: WHTC 204A
E-mail: lnochebuena@tamiu.edu