UNIVERSITY OF SOUTHERN CALIFORNIA
Credit Union Loan Officer/Business Development
Job Code: 115038

Grade: 00
OT Eligible: Yes
Comp Approval: 4/10/2015

JOB SUMMARY:
Has responsibility for originating first and second trust deed mortgage loans in accordance with investor requirements and USC Credit Union policy. Serves as the credit union’s outside mortgage loan sales representative by actively identifying, cultivating, soliciting, developing, and servicing comprehensive personal banking relationships with selected members and pools of members. Develops relationships with members, potential members such as alumni, faculty, students, staff, affiliated USC organizations, real estate developers, home builders, real estate agents and other outside contacts in the field. Generates new business by representing the credit union to campus departments. Cross sells the member additional products and services. Assists with inside sales when requested but is required to generate outside loan business the majority of the time.

JOB ACCOUNTABILITIES:

| % TIME | 
| *E/M/NA | |
| ______ | ______ |
| Serves as credit union’s outside mortgage loan sales representative. Has responsibility to meet a minimum monthly and annual sales goal set out by USC Credit Union management. Originates first and second trust deed fixed rate and Home Equity Lines of Credit (HELOC) mortgage loans in accordance with investor requirements and USC Credit Union policy. |
| Identifies, cultivates, solicits, develops and services comprehensive personal banking relationships with selected members and pools of members. Communicates loan rates, programs, fees and other relevant loan information. |
| Performs credit qualifications by utilizing secondary market standards and USC Credit Union’s policies and procedures. Determines most suitable loan program for applicants. |
| Consults with and pre-qualifies borrowers for mortgage financing. Issues pre-approvals and collects data to support the transaction. |
| Develops relationships with members, potential members such as alumni, faculty, staff, students, affiliated USC organizations, real estate developers, home builders, real estate agents and other outside contacts in the field. Interacts with title and escrow companies, real estate offices and appraisal companies, government agencies, etc. to facilitate funding of members’ loans and to build relationships for future referral business. Generates new business by representing the credit union to campus departments. |
| Ensures compliance with all state and federal requirements such as Regulation Z, B, FACTA, Truth and Lending, HOEPA, RADA, RESPA and all other mortgage compliance related disclosures. |
| Has responsibility for participating in community events for purposes of promoting the credit union and its affiliated companies. Secures mortgage loan referrals. |
| Has responsibility for maintaining progress reports and creating regular production reports. |
Prepares and presents Homebuyer workshops and other educational classes. Serves as a resource to potential buyers. Participates in community and other special events for purposes of promoting the credit union and its affiliated companies, as required.

Cross sells members additional products and services.

Stays current with university and credit union policies and procedures and changes to state and federal regulatory requirements. Attends regular credit union meetings, training classes and conferences.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No  [ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

High school or equivalent

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

Experience in mortgage lending with a proven track record that demonstrates work history funding dollars and units funded over the past twelve months. Thorough knowledge of mortgage loan lending. Ability to demonstrate utilization of loan origination software, computer and other related technical devices. Demonstrated interpersonal and excellent oral and written communication skills.

**Preferred Education:**

Bachelor's degree

**Preferred Experience:**

7 years

**Skills: Administrative:**

Answer telephones
Communicate with others to gather information
Compose correspondence
Compute totals
Coordinate events
Customer service
Gather data
Input data
Interpersonal skills
Maintain records
Prepares official documents
Research information
Understand and apply policies and procedures
Use electronics design and scheduling software
Writes memorandums for own signature

Skills: Other:
Analysis
Assessment/evaluation
Consulting
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Public speaking/presentations

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.

Comments:
Must meet a minimum monthly and annual sales goal set out by USC Credit Union management. Must have current California State Driver’s License. Must have reliable transportation. May be required to travel. Must be available for evening and weekend appointments and meetings.

SIGNATURES:
Employee: ________________________________ Date: ________________________________
Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
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