



STUDENT LOAN SERVICING ASSISTANT – FULL-TIME

Motivated and dependable people are needed work in UHEAA's loan servicing organization. UHEAA administers the student loan program for the State of Utah under the Federal Family Education Loan Program. We are an established organization offering stability and an opportunity to serve and grow.

Entry-level positions include responsibilities for counseling borrowers via inbound and outbound phone calls, performing account updates, skip tracing, loan processing, and collection activities. Although experience with any of these tasks is preferred, none is required.

Friendly, knowledgeable service to our student borrowers is our goal; successful applicants are service-oriented, dependable and focused on continual learning. Excellent verbal and written communication skills are essential. Applicants must have basic computer skills and typing speed minimum of 25 wpm; 10-key is helpful, but not required. A high school diploma or equivalent is required.

UHEAA offers a competitive salary starting at \$10.00 per hour, excellent benefits, tuition reduction and a job-related tuition reimbursement benefit of \$1,250 per calendar year. There are two shifts available. Please specify which shift you are interested in applying for on your application:

Day Shift (\$10.00/hr):

- Monday – Friday 8-5 pm

Evening Shift (\$11.11/hr):

- Alternating:
 - Week 1 – Monday – Thursday 11-8 p.m.
 - Week 2 – Monday – Thursday 10-8 & Saturday 8-12 p.m.

To apply, provide the following items to the address or fax number below:

- cover letter
- completed application (required for consideration)
- resume

A completed application must be submitted. The application is available for download from our web site (www.utahsbr.edu). If problems are encountered downloading the application, contact HR. The completed application may be submitted after the resume and letter, but the resume will not be evaluated until the application arrives.

Human Resources
Utah Higher Education Assistance Authority (UHEAA)
60 South 400 West
Salt Lake City, UT 84101-1284
Fax: (801) 366-8405
Email: hr@utahsbr.edu

USHE is an "Equal Opportunity Employer," and prohibits, in all employment – related practices and decisions, discrimination, harassment or prejudicial treatment against any person based on race, color, religion, national or ethnic origin, gender, pregnancy, childbirth, pregnancy related conditions, age, disability, veteran status, or otherwise as provided by federal, state or local law.

Applicants claiming veteran's or disabled veteran's preference must submit a photocopy of their honorable discharge (such as DD-214) showing dates of active service and verification of disability.

We are concerned about violence in the workplace, falsified employment applications, and employee theft. We conduct a full background check on all candidates for employment.

This employer participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.