

# INTERNSHIP OPPORTUNITY DESCRIPTION:

Whitley Mortgage seeks enthusiastic Interns to gain hands-on experience across all aspects of the mortgage industry while providing invaluable assistance to our processing, originating, and management teams. Diversity and Inclusion isn't just an initiative from the Security Exchange Commission, but an opportunity to collaborate with humans from every background to create, experience and learn! This is an unpaid opportunity. Intern will learn the ins and outs of the mortgage industry. The day-to-day operations and the overall life of a home loan. Interns will gain valuable experience to market themselves!

Day-to-day responsibilities and learning opportunities will include:

1. Research and preparation of reports on borrower demographics, pre- & post-closing data, data input, compliance, etc.
2. Learning and understanding Of WMA business model, structure, and offerings
3. Research and draft marketing for social media, and other advertising/marketing
4. Basic customer support/service on the phone and in-person with borrowers
5. Data-input pre-submission, processing, and post-close
6. Assisting with the loan origination
7. Assisting with loan processing
8. Community outreach, including job fairs, expos, and events that may educate potential employees, prospective homeowners, and current homeowners
9. Daily, weekly, and monthly meetings with a mentor(s)
10. Team meeting coordination including scheduling, agendas, materials preparation, note-taking, etc.
11. May assist with client billing and/or program budget/expense reconciliation, as needed
12. Attending staff meetings: general staff meetings, processing team-specific staff meetings, sales meetings, investor sales meetings (when offered)
13. Specific lender/investor specific training opportunities, when available
14. Training opportunities that will provide certificates:

<p>A Review of the SAFE Act                  Alternative Mortgage Transaction Parity Act                  An Evaluation of RESPA                  An Evaluation of TILA                  Anti-money Laundering (AML) and the Bank Secrecy Act (BSA) - A Lesson in Preparedness                  BSA, Anti-Money Laundering, SARs, and Red Flags Training                  CFPB Rules Relating to Points and Fee Caps                  Consumer Protection Rules of the Gramm-Leach-Bliley Act (GLBA)                  Dodd-Frank – Higher-Priced Mortgage Loans                  ECOA (Regulation B) Compliance Training                  ECOA Adverse Action Rules                  Fair Lending Training                  Fair and Responsible Lending Training                  Identity Theft Red Flags Compliance Training</p>	<p>Mortgage Advertising Practices                  RESPA Section 8 Compliance Training                  Servicemembers Civil Relief Act Compliance Training                  Sexual Harassment Prevention Training                  TILA-RESPA Integrated Disclosures                  The 2013 HOEPA Rules Update                  The Fair Credit Reporting Act                  The Home Mortgage Disclosure Act (HMDA)                  The Redesigned Uniform Residential Loan Application (URLA)                  UDAP Standards for Non-Depository Regulated Entities                  Understanding HMDA                  Introduction to the Ability-To-Repay (ATR) and Qualified Mortgage (QM) Rules                  Loan Originator Compensation</p>
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Minimum qualifications and requirements:

1. High School Graduate
2. Some college preferred
3. Proficiency with Microsoft Office
4. Strong attention to detail, organization, multitasking, and time-management
5. Writes, presents, and communicates in an articulate and persuasive manner, across a variety of platforms, including interoffice, on the phone, in writing, and on social media
6. Team player who enjoys working with and helping others in a collaborative environment
7. Open to ideas and viewpoints from others, with a willingness to learn and take constructive feedback
8. A good problem solver who seeks to make improvements and learns from mistakes

About Whitley Mortgage Associates:

Whitley Mortgage Associates is the longest licensed mortgage company in North Carolina. We have been working in NC and SC for over thirty years. We are a small business with a growth mindset. We lead our community and industry with technology and compliance and continue to seek active, enthusiastic people to join our team.

1. Seniority Level: Internship
2. Industry: Mortgage Industry/Banking
3. Employment Type: Internship
4. Job Functions: Collaborate, write, data-entry, assist, use Loan Origination Software, use the computer: Microsoft Office, Teams, PowerPoint, Word, Excel, Access, etc.

