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## College Help Job Description

### Team: Policy Services (Mid-year Questionnaire Team)

#### What specific skills are you looking for?

- Data entry skills (good typing skills)
- Attention to detail
- Good organizational and communication skills
- Prompt
- Dependable
- Ability to transition readily from task to task
- Scanning knowledge (helpful, but not necessary)

#### What are the essential functions of the student?

- Review and proofread returned MYQ's from customers
- Sort and review printed MYQ's & RSS notices and letters
- Non-Monetary endorsement for Retail Agents
- Converting emails into pdf files, saving to a specific directory for auto sweeping into FEITH
- Mail runs – distribution on inner office correspondence

#### List any additional duties that the student would be responsible for:

- Assisting mail team as necessary with delivering of packages throughout the company
- Shipping and packing of outgoing items in mail room
- Misc. projects, as needed

**Additional information/notes:** N/A



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## College Help Job Description

### Team: Policy Services (Policy Review Team)

#### What specific skills are you looking for?

- Data entry skills (good typing skills)
- Attention to detail
- Good organizational and communication skills
- Prompt
- Dependable
- Ability to transition readily from task to task
- Scanning knowledge (helpful, but not necessary)

#### What are the essential functions of the student?

- Review and proofread printed policies for quality control
- Reprint policy requests from [Policyreprints@usli.com](mailto:Policyreprints@usli.com) email box
- Non-Monetary endorsement for Retail Agents
- Converting emails into pdf files, saving to a specific directory for auto sweeping into FEITH
- Mail runs – distribution on inner office correspondence

#### List any additional duties that the student would be responsible for:

- Assisting mail team as necessary with delivering of packages throughout the company
- Shipping and packing of outgoing items in mail room
- Misc. projects, as needed

**Additional information/notes:** N/A



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## College Help Job Description

**Team:** Policy Services/Scanning Team

### What specific skills are you looking for?

- Data entry skills (good typing skills)
- Attention to detail
- Good organizational and communication skills
- Prompt
- Dependable
- Ability to transition readily from task to task
- Scanning knowledge (helpful, but not necessary)

### What are the essential functions of the student?

- Scanning documents into FEITH
- Converting emails into pdf files, saving to a specific directory for auto sweeping into FEITH
- Mail runs – distribution on inner office correspondence

### List any additional duties that the student would be responsible for:

- Assisting mail team as necessary with delivering of packages throughout the company
- Shipping and packing of outgoing items in mail room
- Misc. projects, as needed

**Additional information/notes:** N/A