Summer 2012 Intern

Definition: Applies knowledge from college coursework to assigned tasks, while learning all facets of an insurance agency.

Reports to: Donna Roper, Operations Manager

Performance Expectations

- Apply & develop communication skills by interacting with co-workers, clients, and vendors
- Learn basic insurance terms and practices
- Apply & develop organizational skills by prioritizing multiple projects
- Develop practical use of Microsoft Office Programs
- Assist with marketing functions for Association Programs
- Assist the Commercial Lines Assistant with clerical duties
- Learn essential functions of all departments
- Shadow Client Service Agents from all departments on a rotating schedule
- Shadow Account Executives from all departments on selected client meetings
- Assist with other administrative duties when needed
- Assist with various company committees on assigned tasks as well as attend committee meetings
- Attend social events when applicable

Assignments

Educational/Professional Development

- Understand insurance agency operations
- Learn integration between technology systems and insurance
- Utilize marketing and public speaking skills

Essential Job Functions

- Ability to work at a computer for an extended period of time
- Ability to lift and move objects weighing up to twenty pounds
- Ability to work with others and in teams

Educational Requirements

Must be currently enrolled in an accredited university or college and have a desire to learn about the insurance industry and its’ employment opportunities. A minimum GPA of 2.75 and 60 credit hours is required.

Working Conditions

- Minimal safety hazards; general office environment

Compensation

- Starting rate of $10 / hr
- Standard 37 ½ hours per week – flexible to accommodate student’s schedule

If interested, email your cover letter & resume to Amanda J. Sides at asides@ekmconkey.com by APRIL 1, 2012.