



## Job Description -- Summer 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

### Assignments

- 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

### 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 (students completing their junior year or higher in May 2011 -- seniors graduating in May or December 2011 will be considered).

### 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 (normally Monday through Friday, 8 am to 4:30 pm)

**If interested, please submit your resume and cover letter to: Ms. Amanda Sides at the address below or via email to [asides@ekmconkey.com](mailto:asides@ekmconkey.com). Please submit your resume and cover letter by April 1, 2011.**