

Form Name: Katie School Student Opportunity  
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## Katie School Student Opportunity

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**Company Name** Kite Realty Group

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**Contact Person** Chris Ferguson

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**Title of Contact** Sr. Talent Acquisition Partner

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**Email** cferguson@kiterealty.com

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**Phone** (317) 713-7717

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**Company Website** <https://kiterealty.com/>

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**Indicate what opportunity is available** Internship

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**Title of Available Position** Intern-Corporate Insurance & Risk Management

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**Opportunity Location** Oak Brook, Illinois

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**Opportunity Start Date:** 5/20/25

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**Opportunity End Date** 8/20/25

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## Description of Opportunity

Working from our Oak Brook office, we are seeking a highly motivated Insurance and Risk Management Intern to join our 2025 Summer Internship Program. KRG is a fast-paced environment and provides hands-on experience to develop skills needed to succeed in the REIT industry and the specific function relating to the internship. Interns will assist with a wide range of duties and will have the opportunity to interface with various business departments.

The Insurance and Risk Management Department assesses risk at all properties and works with appropriate departments to reduce and remove as much as possible. They ensure all tenants and vendors meet contractual insurance requirements and manage all reports and claims. The intern will be responsible for the following:

- Assist in the collect certificates of insurance from tenants/vendors under leases, specialty license agreements and vendor agreements.
- Manage process to track, coordinate and monitor, vendor, tenant and specialty lease certificates of insurance, as well as interact with vendors, tenants, insurance agents and other related parties.
- Track and maintain compliance of vendor and tenant certificates of insurance to meet departmental goal.
- Collaborate with summer interns from other departments on a project assignment.
- Aid with various reporting functions and insurance coverages.
- Develop knowledge of Origami, MRI and Salesforce.

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## Preferred Skills

- Proficiency in Microsoft Office
- Analytical skills of written or oral material
- Detail oriented and accuracy in work product
- Ability to communicate and collaborate
- Writing skills. Grammar and spelling accuracy. Ability to draft simple documents.

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## Please Specify How You Would Like Students to Apply

Applicants should apply online on our company career page at <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=98640&clientkey=87C449D9ED03189ED34F1BB4EE7D6FA1>. You can also email [cferguson@kiterealty.com](mailto:cferguson@kiterealty.com).

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