

## Katie School Student Opportunity

<b>Company Name</b>	Assurance Agency
<b>Contact Person</b>	Kayla Oranger
<b>Title of Contact</b>	HR Specialist
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<b>Indicate what opportunity is available</b>	Internship
<b>Title of Available Position</b>	Insurance Internship
<b>Opportunity Location</b>	Schaumburg/Chicago
<b>Opportunity Start Date:</b>	5/28/19
<b>Description of Opportunity</b>	<p><b>POSITION OBJECTIVE:</b> The Assurance Insurance Intern plays a critical support role with executing our service platform. He or she develops the knowledge and skills needed to deliver strong customer service by gaining hands-on experience and providing front line assistance to members of an Assurance team. Under supervision of a manager and/or mentor, interns are given the training and guidance needed to successfully complete the program. The program is designed to strengthen technical, professional, and interpersonal skills necessary for both career advancement and professional development.</p> <p><b>EXECUTION OF CLIENT SERVICE</b></p> <ul style="list-style-type: none"><li>•Intern responsibilities vary by discipline which may include:</li></ul>

- Maintains client, prospect and market contact information in applicable databases
- Provides support to team members by creating and populating client documents
- Assists with department-specific projects
- Prioritizes workload to ensure both client and agency expectations are met

#### DATA INTEGRITY AND QUALITY

- Meets data file review standards
- Utilizes internal resources for identified processes to ensure efficiency and consistency in execution

#### PEER RELATIONSHIPS AND SELF-DEVELOPMENT

- Participates in onsite insurance classes, team meetings, and industry webinars for skill and knowledge development
- Completes workflow training with Business Process and/or manager
- Meets with manager and mentor on weekly basis
- Establishes effective working relationships with coworkers, mentor, management, and peers
- Develops and delivers group presentation on assigned topic
- Works toward achieving individual and team goals
- Provides feedback to manager and mentor

#### Preferred Skills

#### REQUIRED:

- 1+ years of undergraduate completed
- Strong written and verbal communication skills

**PREFERRED:**

- Pursuing BS/BA Insurance, Business, or related field
- Intermediate or advanced skill level with Microsoft Word, Excel

**Please Specify  
How You Would  
Like Students to  
Apply**

Please visit our website and visit our careers page. The application is listed under Insurance Internship Program.