

# **FAIA INTERNSHIP JOB DESCRIPTION**

## **GENERAL OVERVIEW**

This internship is designed to provide a unique, hands-on learning experience designed to familiarize a student with today's challenges facing an independent insurance agency. This innovative program is a collaborative effort between the Florida Association of Insurance Agents and Florida State University's College of Business, Department of Risk Management and Insurance.

## **PURPOSE**

The purpose of the intern program is to operate as an incubator for future agency personnel. During the school year, the intern will augment their scholastic work by applying their research and technical skills on insurance issues while employed at FAIA. By assisting on special projects, answering agent queries, and by successfully completing insurance courses designed to prepare the intern for licensure in Florida, the intern will be well prepared to be a productive and experienced member of an agency during a summer outplacement in a Florida-based independent insurance agency. Subject to approval by the department chairman, college credit is achieved by successfully completing a directed studies program facilitated by faculty of the Department of Risk Management and Insurance at FSU.

## **RESPONSIBILITIES AND JOB ACTIVITIES**

The internship is conducted during the intern's junior year and will last one semester. The intern will spend approximately four to eight hours per week (2-hour minimum per day) at the offices of FAIA during normal business hours providing assistance to FAIA's:

- Instructors in researching and analyzing technical insurance matters and in the development of future insurance education seminars and bulletin articles;

- Information specialist in responding to agent queries;
- Publications department in maintaining its' Florida Insurance Research Library;
- General counsel's office in researching statutes and regulations impacting insurance and agents; and,
- Other departments, assisting agents, when needed.

While on assignment at FAIA, the primary duties of the intern will be directed by the intern coordinator and/or the director of Education. The internship is a paid position commensurate with the interns' qualifications and Tallahassee area pay scale. The intern's FSU faculty advisor will monitor and facilitate the requirements for a directed studies program. The intern is responsible for completing all duties associated with the directed studies program outside of the services provided to FAIA.

## **REQUIRED COMPETENCIES**

Computer skills to include but not limited to: Microsoft Word, Adobe Acrobat Reader, Internet researching capabilities, CD-ROM based data, email, and fax technologies.

Communication competencies must include the ability to express technical concepts and details using concise writing and verbal acuity.

Time management capabilities must demonstrate ability to control and complete multiple projects within varying time requirements.

Required insurance knowledge includes principal ISO contracts such as the Homeowners policy, Personal and Business Auto Forms, Building and Personal Property Coverage Form, Commercial General Liability Coverage Form, and the fundamentals of workers' compensation.

## **CONTACT INFORMATION**

For further information or to submit a resume, contact either:

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