



**McKee Risk Management** has been committed to delivering specialized underwriting, claims and risk control to select groups of insureds through our established agents since 1999. As a Commercial Insurance Program Administrator we recognize the importance of strong and deep relationships with both the carriers with whom we are aligned, our agents, brokers and one another. Our relationship-driven model provides a stable base for our business platform and enhances our ability to quickly and efficiently meet and exceed the expectations of carriers, agents, and insureds. It is the contribution that our staff makes that allow us to provide the finest-quality services to our agents and insureds.

Hiring exceptional staff is the key to meeting and exceeding our business goals. Hiring the right staff also allows McKee to continue to offer our exceptional work environment, excellent employee benefits, rewarding career paths and a healthy and fulfilling work-life balance. We strive to provide every employee with the opportunity to grow physically, mentally and financially while working for McKee.

### **Job Title: Underwriting Intern**

Our intern duties stretch far beyond clerical tasks and include meaningful responsibilities that positively impact our successful business strategy. By interning with a Program Administrator like us, you'll work closely with our underwriting, marketing, claims, risk control and interact with our professional clients including agents and carriers, giving you a comprehensive understanding of how the insurance world operates and preparing you for a career at McKee Risk Management.

### **Position Function:**

- Provides support to the underwriting team.
- Requests information from agents, brokers on new and renewal business.
- Assists in the organization of the underwriting files.
- Learns to review insurance applications and other documents gathered for the underwriting process.
- Learns to evaluate new and renewal business.
- May prepare renewals for quote, ordering loss runs, experience mods, property evaluations and other underwriting reports.
- Assists the underwriting team in the rating and policy issuance process.
- Accurate and timely enter of data into internal and carrier systems.
- Assists the underwriting team with the review of all documentation of the underwriting files.
- Attends team meetings, including claims reviews, prequalification reviews, and collaboration meetings with underwriting, claims, risk control, marketing, accounting and actuarial.
- Provide support as needed within the organization.

### **Job Requirements:**

Students pursuing a bachelor's degree in Risk Management preferred, but business or related fields to be considered.

Rising Junior or Senior preferred, but we are open to other classes

Prior experience in insurance and or general business a plus

GPA 3.0 or higher preferred

Strong written and verbal communications skills

Leadership experience through work or involvement in athletics, clubs, or other activities preferred.

Excellent organizational and time management skills

Proficient Word, Excel, Outlook skills