Job Description – Intern

<table>
<thead>
<tr>
<th>Title</th>
<th>Intern (Rotational)</th>
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<tbody>
<tr>
<td>Department(s)</td>
<td>Underwriting, Claims, and Corporate Functions</td>
</tr>
<tr>
<td>Reports to</td>
<td>TBD</td>
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</tbody>
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**Job Summary:**

Over a 9-week period, participants in TMA’s internship program will be provided an opportunity to learn the basics of commercial insurance in a corporate setting and obtain an understanding of our business operations while gaining exposure to several departments within the Company such as Underwriting, Claims and other Corporate Functions.

This role will be responsible for needs assessment, material creation, and support of initiatives on multiple projects. We are looking for a dynamic team player who is interested in the Insurance industry and is comfortable liaising with internal departments and various levels of management for analysis and needs assessment.

**Essential Job Functions:**

1. Timely and accurately complete ad-hoc projects/ reports assigned by Supervisor and other team members.
2. Assist team with performing operational functions essential to the business unit and department’s operation.
3. Assist other team members with their daily tasks as needed.
4. Comply with proper internal controls as necessary to conduct job functions and/or carry out responsibilities and/or administrative activities at Company.

**Other Functions:**

1. Perform special projects and other duties as may be assigned.
2. Regular and reliable attendance.

**Relationships and Contacts:**

Internal: Reports to: TBD Coordinates With: Employees throughout assigned department/s

**Qualifications:**

1. Currently enrolled in a College/University and pursuing a Bachelors or Masters degree. Preferably a Sophomore or Junior year level.
2. Strong oral and written communication skills
3. Strong problem solving and organizational skills
4. Excellent computer skills with strong proficiency in Microsoft Office applications
5. Ability to work independently and as part of a team
6. Interest in, or experience within, the Insurance industry a plus
7. Statistics and marketing research a plus