

Description of L&E 2023 Summer Actuarial Intern Program

Program Description

The Allen, Texas office of Lewis & Ellis, Inc. ("L&E") offers an intern program available to any student attending college and pursuing studies in mathematics, statistics, actuarial science, quantitative business, or a related field. The purpose of the intern program is to assist L&E in accomplishing an intensive single project-based effort lasting through the summer months.

Who is L&E?

L&E is an actuarial consulting firm serving the insurance industry and its various participants (e.g. insurers, HMOs, state and federal governments, attorneys, employers). Since L&E was founded in 1968, we have charted a course of significant growth built on dedication to professional competence, integrity, and service. We currently have over 50 actuaries serving clients coast-to-coast in all facets of life, health, property & casualty insurance operations, regulatory compliance, employee benefits, expert testimony, and life settlements. Our consulting practice is supported by offices in Dallas, Kansas City, London, Portland, Indianapolis, Omaha, New Jersey, among others.

Opportunities

- Gain real world experience in the areas of insurance, statistics, and actuarial science.
- Get feedback on your analytical and business skills.
- Build your resume' for employment opportunities after graduation.
- Earn money for college expenses.

Desired Characteristics:

- Must be a current or past undergraduate or graduate student pursuing studies in mathematics, statistics, actuarial science, quantitative business, or related field.
- Must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale OR "Pass" on a Pass/Fail system.
- Must be (a) a U.S. citizen or (b) foreign national (an individual who is a citizen of any country other than the United States) and have been in this country for at least three years.

Qualifications

- Must be responsible and professional.
- Must be able to learn quickly and respond to feedback.
- Must have strong spreadsheet skills.
- Must be able to get along with other interns.
- Exceptional attention to detail.
- Strong oral, written, and overall communication skills.

Expectations of the 2023 Interns

We expect to compensate interns at an hourly rate of \$20.00-\$25.00. Due to COVID, the internship could be conducted virtually, or remote. If the internship is held in the Plano, TX office, then interns will

be required to arrange their own housing and transportation to and from the Plano, Texas office of L&E. The expected timeline for the internship begins approximately on May 22, 2023. For the first 3-4 weeks, interns will be intensively trained on the project work for the remaining internship period, which is expected to last through the 1st/2nd week of August. Because of the necessity of the training, (a) later start dates will not be possible and (b) evidence of inadequate learning or intern capabilities during the first few weeks will be grounds for dismissal.

Interns are expected to be at our offices at least during our normal office hours (e.g. 38.5 hours per week), which are 8:00 AM – 5:30 PM Mondays through Thursdays and 8:00 AM – 12:30 PM on Fridays. There will likely be company holidays of 5/26/2023-5/29/2023 (Memorial Day weekend) as well as 7/4/2023 (July 4th holiday). Due to the intensive nature of the project involved, additional hours, including Saturdays, may be required.

Interns are responsible for their own housing and transportation.

How to apply:

Step 1: Email the required following information to Cabe Chadick at cchadick@lewisellis.com

- Email briefly introducing yourself and why you want the internship,
- Your resume' (no more than 2 pages),
- Contact information (i.e. phone numbers and mailing addresses for both during spring semester 2023 and anticipated summer 2023 contact information, if different).

Step 2: Take an online capabilities/personality assessment. The assessment should take under 30 minutes; however, the assessment is timed so please find about 30-40 minutes of uninterrupted time.

The link for this assessment is as follows:

<https://LewisEllisInc.asmt.io/X6H493TRW/ActuarialInternJob-Assessment>

Timeline

We are launching the program early to be responsive and accommodating to students who would like to get an early start on making their summer plans. Required information from applicants will be accepted from October 1st, 2022 – February 28, 2023. We expect to notify accepted applicants prior to March 15, 2023.

If you have any questions, please contact Cabe Chadick at cchadick@lewisellis.com.