

Associate Data Specialist Intern



Job description

Position Title:	Associate Data Specialist: Intern	Industry:	InsureTech
Reports To:	Director - Data & Custom	Position Type:	Paid Internship (up to 30 hrs a week)

Location:

The ideal candidate will be located in the Austin, TX area. During the internship period, candidates will be encouraged to meet in-person 1-2x per week for training.

Company Overview:

LifeTrends® is a small but dynamic organization which specializes in providing competitive intelligence services to the growing Life Insurance industry. Think insurance is boring? Think again! The industry is undergoing massive disruption and automation is at the heart of everything. We're constantly evolving and adapting our technology and systems to grow and serve our industry partners.

Position Summary:

The Associate Data Specialist Intern is a member of our Data Team which plays an integral role in providing our clients with accurate information they use to make business decisions. This internship opportunity is ideal for a quality-focused, detail-oriented, data-focused individual who's a fast learner and thrives as part of a collaborative team.

Primary Tasks and Responsibilities:

- Audit data on client-facing website for accuracy and supporting data maintenance.
- Run illustrations and gather data; evaluate data; add information to database; upload data to website.
- Work with website/software developers to make enhancements to LifeTrends website.
- Research product features; add information to database; upload data to website.
- Research product changes; analyze reprices or newly launched products; provide overviews of pricing changes.

Job requirements:

Education:

A candidate who is currently pursuing a Bachelor's degree in math or related fields (computer science, economics, etc.) or equivalent training is preferred, but not required.

Experience:

Junior or Senior Student

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Key Requirements:

- Strong analytical and technical skills
- Proficient in Microsoft Excel
- Knowledge of database systems and/or familiarity with programming languages (SQL/VBA) a plus
- Strong attention to quality and detail; pride in work.
- Strong organizational and project management skills.
- Flexibility to balance speed with quality.
- Technical problem-solving skills; able to get to the root cause of issues.
- Ability to communicate effectively with both technical and non-technical people.
- Collaborative approach to work with a “team” mindset.
- Courage to speak up when there are issues or conflicts.
- Motivation to constantly learn and a natural curiosity.
- Sense of urgency when emergencies or deadline-driven tasks arise.