

Lawley

INSURANCE | EMPLOYEE BENEFITS

2026 Summer Internship Program

Our 2026 Summer Internship Program is designed for currently enrolled students who are eager to gain hands-on experience. Depending on the department, interns may assist with research, data analysis, operational tasks, client support, project coordination, or other functional responsibilities that contribute to team initiatives. This program is ideal for students who are motivated, curious, and interested in exploring career opportunities within a professional, fast-paced environment.

These may be components of the job:

- Assist with day-to-day departmental operations by supporting administrative tasks, coordinating projects, and helping maintain organized workflows.
- Collaborate with team members, contribute to ongoing initiatives, and complete assigned tasks with accuracy and timeliness.
- Key responsibilities include providing general administrative support such as scanning, routing documents, handling mail, preparing reports, coordinating lunch deliveries, and assisting with department events.
- Maintain consistent communication with team members, managers, and staff while demonstrating discretion when handling sensitive or confidential information.
- Working collaboratively with others to troubleshoot issues, complete operational tasks, and build knowledge through shared problem-solving and cross-team support.

Skills / traits that we value for this role:

- A currently enrolled college student; ideally Freshman, Sophomore or Junior
- Knowledge of Microsoft Office products, including Word, Excel, PowerPoint and experience navigating windows-based software
- Ability to identify problems and work toward solutions
- Individuals who work well individually as well as part of a team.
- Thrive in a fast-paced working environment where each day is different



A bit about Lawley!

- We are not a call center environment
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family-owned insurance broker (70+ years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

Why Lawley?

- On the job training and the opportunity to gain career developing skills
- Work hours are Monday - Thursday, between business hours of 9am-4:30pm
- Paid parking!
- Compensation for this position is \$17/hr.

'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'

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