

## **Alabama Department of Insurance Intern Program Guidelines**

**State Intern** (11917) Pay Grade 5057

**Alabama Department of Insurance Mission:** Our mission is to serve the people of Alabama by regulating the insurance industry, providing consumer protection, promoting market stability, and enforcing fire safety standards and laws.

**Internship Purpose:** To Build relationships with Colleges and Universities to empower students with positive career exploration and strategic career planning. The Alabama Department of Insurance (ALDOI) is seeking qualified candidates who are majoring in Accounting, Auditing, Actuarial Science, Information Technology, computer science, or any business-related field (such as business administration, finance, marketing, or management). The Internship program will provide hands-on experience in these areas before graduating college. As an intern, students will work closely with ALDOI professionals to gain insight in their job responsibilities and duties.

**Location:** Home Office located at 201 Monroe St Montgomery, AL

**Availability Details:** A State Intern may be hired full-time, part-time, hourly, or semi-monthly. The State Intern may co-op (work a semester and then attend school a semester) or work during holidays and summers.

**Qualifications:** To qualify, students must be enrolled full-time in an accredited four-year or two-year college or university and be in good standing. This includes post-graduate students as well.

**Program Timelines:** Students may intern for a minimum of one semester and no more than three years.

**Pay Rate:** Step 13-15 of the State Intern (11917) pay grade. (\$15.59/hour for seniors, \$15.20/hour for juniors, \$14.82/hour for sophomores). Some internships may be unpaid depending on availability.

**Telework:** Telework will not be available for interns.

### **FAQ's**

**Will my internship turn into a permanent position with ALDOI?**

At the end of a successful internship, ALDOI will encourage students to apply for permanent positions with the Department upon graduation from college.

**What will be my job duties?**

You will be required to apply knowledge gained as a student in your field of study to contribute to the team that you are assigned to. As an intern, you will also be required to adhere to departmental rules and maintain a level of professionalism.

**Will I be rated on my performance?**

Your supervisor will work closely with you and provide feedback regarding your performance.

**What will I get paid?**

Pay rates will be set by your academic ranking (\$15.59/hour for seniors, \$15.20/hour for juniors, \$14.82/hour for sophomores).

**Will I receive academic credit for my internship?**

Receiving academic credit for your internship will be considered at the discretion of your college or University. Please discuss this with your academic advisors.

**What type of documentation is necessary to be considered for an internship?**

A completed state application along with an official college transcript for your college or university. A letter from your college or university stating that you are enrolled full-time and are in good standing will be accepted as well.

**How do I apply?**

Send your completed application and documentation to: [Human.Resources@insurance.alabama.gov](mailto:Human.Resources@insurance.alabama.gov).

