PURPOSE
You will gain hands on and real world experience as you explore the career path of becoming a **Financial Advisor**. Through our personal and professional development training, you will not only learn how to build and maintain relationships within your community, but you will also have the opportunity to make an impact on the lives of others by helping them enjoy financially secure lives.

"Top 10 Internship" for the past 25 years (Vault Guide to Internships, 2020). As a Northwestern Mutual College Financial Representative, you will join our network office team and have the opportunity to partner with experienced financial representatives, advisors, and professional office staff to help grow your personal practice. You will see the independent and entrepreneurial spirit that our financial representatives exhibit as you indulge in our innovative, supportive, and committed company culture.

- Obtain your Life, Accident, & Health License, financed by Northwestern Mutual (Future opportunity to obtain Series 6 and 63 licenses)
- Participate in personal and professional training and development meetings
- Build your own schedule to meet with prospects and clients at your convenience
- Analyze, create, and implement a personalized strategy for your clients to achieve financial security
- Work directly with a mentor throughout the internship program
- Schedule your work week around your academic schedule

SKILLS
- U.S. Citizen or permanent work authorization
- Full-time student with Junior or Senior standing (any major, graduate and undergraduate students accepted)
- Strong academic performance and active involvement in clubs/organizations
- Devoted work ethic
- Previous work or internship experience
- Ability to work both independently, as well as part of a team
- Self-motivated, driven, goal-oriented
- Sociable, outgoing, enjoys meeting new people

FUNCTION
- Handle case notes, process correspondence and maintain client case files
- File new statements, account forms and other insurance/investment-related materials
- Maintain financial representative's calendar and schedule follow-up appointment
- Answer telephone calls and direct them as appropriate
- Process client/prospect reservations for marketing events such as seminars and assist in preparation of seminar materials and event mailings
- Maintain supplies of current insurance/investment-related marketing materials.
- Input data, print proposals and gather information at direction of financial representative in preparation for client/prospect meeting
- Contact clients to set up follow-up meetings with representative
- Contact clients to confirm receipt of forms or request return of completed forms
- Maintain current client information for all product lines
- Experience in administrative support or customer service, preferably in the financial services and/or insurance industry

QUALIFICATIONS
- Excellent oral and written communication skills
- Demonstrated organizational and time management skills and ability to multitask, set priorities and meet deadlines
- Strong attention to detail with the ability to work with a high degree of accuracy
- Ability to work in a fast-paced environment
- Ability to work both independently and on a team
- Continue insurance education through schools, academies, licenses, registrations and designations