Big Data Internship Role Profile

The Shepherd Group is an insurance brokerage firm that bridges the existing gap in the marketplace that leaves entrepreneurs and small business owners unequipped to succeed and grow. We train our team to put themselves in the place of the entrepreneur, appreciating that each business has unique worries and needs. Ultimately, we want our clients to be in the know to properly protect their assets and livelihood.

Position Title	Big Data Intern
Reports to	Operations Manager
Duration	12 months
Work Term	September 2017 to August 2018
Salary	$16.00/Hour
Hours	Monday-Friday, 9am to 5pm
Location	140 Wendell Ave Suite 9, Toronto, ON M9N 3R2
Role Purpose	Access, manage and analyze the information TSG needs and collects to support business and strategic: • Efficiency gain in one or more internal business models • Increase in new business

Responsibilities

- Support and inform business decisions with insightful and clear analysis
- Evaluate industry data for trends and patterns in order to discover new insights/opportunities
- Analyze and interpret data from multiple sources to support business development.
- Provide objective, value-added analysis interpretation and recommendations to facilitate discussions & decisions related to strategic initiatives.
- Mine existing client data for cross selling opportunities
- Develop and implement structural and replicable forecasting models to support long-term and short-term projections of volume, new programs and new technology impacts.

Job Tasks

- Develop concise and easy to understand strategic and customer insights from data analysis
- Extract data from a variety of relational databases, manipulate, explore data using quantitative, statistical and visualization tools
- Inform the selection of appropriate modeling techniques to ensure that predictive models are developed using rigorous statistical processes
- Collaborate with internal teams, external sources and data strategy partners to improve efficiency and increase applicability of predictive models to inform business decisions
- Help manage the innovation cycle of conducting analyses, generating insights, advocating for integration of new concepts into existing client tools, helping to translate ad-hoc analyses into scalable solutions
- Synthesize large amounts of data from multiple sources, extrapolates and interprets appropriate information
- Data visualization: Build dashboards & performance reports with strong focus on automation of data extraction and manipulation
- Perform detailed analysis (data sourcing, analysis, testing) to ensure reliability, credibility and viability of conclusions and recommendations

As an Intern, this position is also accountable for:

- Providing research and recommendations for improvement
- Supporting the company's goals
- Working cooperatively with others
- Informing the direct supervisor if progress on tasks is better or worse than expected
- Requesting clarification when in doubt

Key Relationships

- Business Insurance Team
- Personal Insurance Team
- Health & Wellness Team
- Management Team
- External resources and partners

Student Eligibility Criteria

- GPA 6.0 or better
- Open to all students in the Faculty of Liberal Arts & Professional Studies in 3rd year
- Must be enrolled in an Honours or Specialized Honours Degree

Qualifications, Skills & Experience

- Knowledge of the Insurance industry(asset)
- Aptitude for math and statistics
- A team player and self-starter
- Strong attention to detail and quality
- Career driven and keen to learn and contribute
- Adept in various statistical applications, programming languages, and SQL databases
- Possess strong presentation, written and oral communication, and interpersonal skills

Team Player Agreements

This captures the essence of our agreements and is intended as a starting point as a framework for us to work together and create the collective future of The Shepherd Group.

Integrity – at the foundation of who we are and how we interact We do; what you expect of us, what we know to do and what we say we'll do.

1. Communication

We agree to resolve all issues and /or concerns in communication, with the person who could resolve the matter.

2. Collaboration

We agree to work independently and as a collective.

3. Showing up

We agree to be present and ready to be of service.

4. Being coached/coachable

We agree to be contributed to and or directed by someone committed to our success.

5. Performing

We agree to be performers that produce ever expanding results.

6. Creating your future

We agree to actively create a future, including the almost immediate future.

Work environment

- Ground floor of an entrepreneurial journey to change the insurance landscape
- Tools and technology equipment provided
- Training to help master the role and ongoing coaching to support development and learning
- Innovative culture - Every day feels like Friday!
- Community involvement – social conscience
- Respectful climate