

RISK MANAGEMENT INTERN

Human Resources and Risk Management



SUMMARY

Assist the HR/Risk Management Director and departments with various office duties, including filing all types of claims, including worker's compensation, auto, and general liability. Assist with gathering litigation claim documentation.

ESSENTIAL FUNCTIONS

- Assist the Human Resources/Risk Management director, risk manager, adjusters, and insurance technician with the daily activities of the department.
- Perform general clerical duties, such as answering the phone, maintaining files, completing record searches, typing, and other related duties.
- Maintain Risk Management departmental records through scanning and shredding.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- At least 18 years old.
- Preference will be given to applicants from Terrebonne Parish.
- Proficiency with Microsoft Office Suite applications (Word, PowerPoint, and Excel).
- Ability to maintain discretion due to sensitive nature of certain investigations and repeated exposure to potential claimant's ability to discuss personal injury cases with various medical professionals and attorneys.

EDUCATION REQUIREMENTS

- Must obtain a junior or senior status at a community college or university in Human Resources or Risk Management by May 2024.
- High school diploma or GED certification required.

WHAT YOU WILL LEARN

Intern will learn about investigating claims, determining liability, keeping accurate records, working with legal counsel to recommend appropriate measures, selecting subrogation cases, and assisting in collection of subrogated funds. Intern will gain knowledge of claim litigation and investigative techniques in a government organization.

Please submit a current transcript with application.

JOB OVERVIEW

STARTING PAY

\$12 to \$13.50 per hour

LENGTH OF INTERNSHIP

June 3 to July 26

SCHEDULE

Schedule varies; 20-25 hours per week

LOCATION

Government Tower