



Job Description

Job Title: Risk Consultant Intern

Job Code: 2290

Department: Fld Svcs-Consultants

Classification: Non-Exempt

Date Authorized: 09/01/2023

Summary

Student internship that provides learning opportunities and work projects associated with the daily processes, systems and procedures used in Risk Consulting.

Job-Specific Major Activities (Essential Functions)

- 1 Learns from Department personnel about the insurance industry and the Risk Consultant profession. Receives training on key consulting services.
- 2 Facilitates client interactions and analyzes various fire hazards, as directed.
- 3 Manages workload in assigned territory by following the risk consultant priorities of activity and time management.
- 4 Informs Regional Risk Manager and other Risk Consultants of progress and issues related to assigned work.
- 5 Responds to various departmental requests in a timely and accurate manner.
- 6 Participates in special projects, as assigned.
- 7 Completes presentation outlining the internship experience to Field Services leadership at the conclusion of the internship.

Supervision of Others

No direct supervision.

Minimum Position Requirements

Education

Junior or Senior level college courses in pursuit of a Bachelor degree.

Experience

Technical Skills

Excellent skills with Microsoft Office Suite or related software.

An unquestioned ability to retain confidential business and/or personnel information.

Valid driver's license and acceptable driving record.

Competencies / Skills

- Adaptability
- Computer Literacy
- Customer focus
- Data gathering and analysis
- Decision making
- Initiative
- Oral communication
- Quality Orientation
- Results Orientation
- Sociability and networking
- Written communication

Physical Demands / Work Environment

- Consistently operate and access information using a computer and other office equipment.
- Adjust work schedule and/or work extra hours, as needed.
- Operate from an office in your own home when necessary.
- Work with exposure to noise, heat, and/or cold.
- Travel by car and/or plane frequently, including overnight travel (may or may not include multiple nights).
- Physical mobility, vision, verbal, and hearing abilities necessary to traverse and evaluate buildings/facilities.

This job description does not list all job duties. Occasionally, a supervisor or manager may request that you perform other duties. Management's evaluation of your performance is based on your performance of the tasks listed in this job description and these other duties. Management has the right to revise this job description at any time. The job description also is not a contract for employment. Therefore, either you or the employer may terminate the employment relationship at any time, for any reason.