# 

Risk Management Intern. The student filling this position is majoring in business-related studies which may include Law, Business, Finance, Accounting, Actuarial Studies, Insurance, Marketing and Risk Management. Internship will include opportunity to meet with staff in departments that support Risk Management efforts on campus. Intern will gain working knowledge of the Risk Management framework using real life examples of business risks.

Term: 24-30 weeks, May 13, 2024 to November 15, 2024

Hours/week: 15-20 hours per week (Minimum of 300 hours and up to 450 hours total hours)

Qualifications: The student intern must have a current, cumulative GPA of 2.7 or higher from an accredited college or university and must be majoring in business-related studies. The selected intern must be a current student or have just graduated in May 2024.

Work Location: 100% remote. Student intern to pick up equipment in Portland, Oregon.

Stipend Amount: $7,500\*

*\*Stipend provided by a grant from the Spencer Educational Foundation. Applicants are encouraged to learn more about the Spencer Foundation at* [*http://spencered.org*](http://spencered.org)

Description

Intern will work directly with Risk Management staff and both internal and external stakeholders to learn about Risk Management and Insurance at an Academic Medical Center. Intern will gain experience in the following areas:

* *Claims* 
  + Claims set-up for auto, property, personal property, general liability and cyber lines of coverage
  + Special projects related Medical Professional Liability claims and litigation management
* *Insurance Program Management*
  + Assist with claims history and insurance verification for physicians
  + Work with Insurance Team on Casualty and Property insurance renewals. Learn process for gathering specs and providing renewal information to partner departments
  + Assist on specially assigned project. Past projects have included analysis related to Property and Business Interruption coverage, International Travel, Event Risk Management and Data Visualization.
  + Comparison of annual insurance program and policies
* *Risk Mitigation*
  + Attend and observe Safety Committee Meetings
  + Assist with drafting presentations to effectively convey risk management concepts
  + Assist individual business units with analysis and data gathering for risk mitigation strategies

Requirements

Applicants may be of any relevant major but should proficient in Microsoft Office applications and open to working in a fast-paced environment. OHSU is committed to information privacy and security and the selected intern will be required to exercise discretion to support this part of the mission. Attention to detail, the ability to multi-task and good communication skills. Current cumulative GPA of 2.7 or higher from an accredited college or university.

Applications are due by 3:00 pm on Monday, February 5, 2024.

1. Cover Letter
2. Resume
3. Current college transcripts

Interested parties should submit applications via Handshake or to hoskinsf@ohsu.edu

*Currently not accepting International applications.*