



LFUCG Division of Risk Management

Title: Risk Management Intern

Salary: This internship is non-paid

Hours: up to 40 hours/week, Monday-Friday. Long-term multiple-semester internships are encouraged.

Objective: Intern will perform duties of technical competence in the areas of data entry and statistical assembly for loss reporting trend analysis

Duties:

- Data entry
- Statistical analysis
- Filing
- Research
- Customer service

Requirements:

- Open to juniors, seniors and graduate students majoring in computer science, business administration or related fields of study
- Applicants should have strong analytical abilities, strong oral and written communication skills
- Applicants should be proficient with MS Office, internet and phones

Application Instructions: Please submit resume and cover letter indicating hours of availability and a writing sample to Patrick Johnston: patrickj@lexingtonky.gov