



Risk Management/Insurance Part-Time Internship

(Summer 2027 – 12 weeks, 28 hrs./week, \$17/hr.)

The **FLORIDA SHERIFFS RISK MANAGEMENT FUND** (FSRMF) is seeking three Interns to join us for our Summer 2027 Risk Management and Insurance Internship Program. This is a unique opportunity to learn more about **FSRMF** and the **FLORIDA SHERIFFS EMPLOYEE BENEFITS TRUST** (FSEBT). In being the leading governmental risk pool and employee benefits pool of choice for Florida Sheriffs, Constitutional Offices, and other governmental entities you will be part of an innovative team reflecting our public service values of responsibility, integrity, service, knowledge, and sustainability. This 12-week part-time paid summer internship program is intended to develop one's business acumen, communication, and leadership skills through real world experience.

Job Description

Gain industry leading Risk Management experience as a FSRMF/FSEBT Intern. Our interns collaborate with experienced professionals in areas such as statewide insurance programs, claims management, loss prevention, coverage agreement review, and data analytics. You'll assist in analyzing exposures, evaluating insurance coverages, and supporting initiatives that contribute to the success of our business.

What You'll Do

- Gain knowledge about the insurance industry and gain key knowledge about our risk management, member services, employee benefits, and claims departments by rotating to each department
- Assist with preparing our reinsurance underwriting survey
- Assist Underwriters with updating values collections assignments

- Assist Underwriters with policy changes and endorsement follow up
- Attend prospect calls and meetings with Account Executive
- Assist in new business quoting
- Attend Department Meetings
- Assist with reviewing agency commercial carrier quotes
- Calculate compensation rate of WC claims
- Assist WC Claims Intake with initial claim set up and correspondence
- Request DWC-25 from medical providers
- Assist WC adjusters with state mandated EDI filings
- Assist risk management with claims review and data entry and collection
- Participate in risk management reviews with member agencies and risk management team
- Participate in data analytics discussions regarding claims system enhancements/solutions and related business analyst work
- Participate in review of litigated claims with defense attorneys and Workers' Compensation Claims staff
- Perform other duties as assigned

Qualifications

- Current junior or senior undergraduate student majoring in Risk Management & Insurance or a business-related field
- Strong interest in learning about Risk Management and Insurance (Property Casualty, Liability, Workers' Compensation, and Employee Benefits)
- Permanent legal right to work in the U.S.

Required Skills

- Proficiency in Microsoft Word, Excel and PowerPoint
- Attention to detail
- Excellent communication, organizational, and problem-solving skills

- Dependability – Reliable, responsible, dependable to fulfill all obligations.
- Professionalism & Integrity – Demonstrates reliability, good judgment, and respect for confidentiality
- Self-motivated, punctual, professional and ability to work both independently and in a team environment

Preferences

- Demonstrates problem solving skills in a customer-focused environment

Other

- The candidate offered this position will be required to submit to a background investigation
- This is an in-house position with FSRMF located in Tallahassee, FL; it is not a telecommute position

About Us

The **FLORIDA SHERIFFS RISK MANAGEMENT FUND** provides innovative risk management resources and advocates for those who serve and protect the public. The Fund is owned, governed, and managed by Florida Sheriffs and is the most successful government risk pool of its kind in North America. We offer complete protection to include professional liability, automobile coverage, workers' compensation, and a host of other coverages through the Florida Sheriffs Insurance Agency. Our policies are designed to cover unique exposures, and our team of seasoned underwriters, attorneys, and claim adjusters understands the unique operational elements of the Office of Sheriff and our Constitutional Officers. We deliver specialized risk management services created explicitly to help Sheriffs and Constitutional Officers identify and mitigate risks.

More information is available at www.fsrmf.org.

At **FLORIDA SHERIFFS EMPLOYEE BENEFITS TRUST**, we don't just sell health insurance, we design a health insurance program that caters to the needs of each individual Sheriff's Office or Constitutional Officer's Office. Owned, governed, and managed by Florida Sheriffs, we put our members' priorities at the center of our care, and strive to design a program that exceeds our

member's expectations, providing advocacy and personal service. The Trust acts as an umbrella, protecting each member plan housed under it. Increased negotiation leverage with vendors, and better control in managing healthcare finances are just part of the value the Trust offers its members. We are Florida Sheriffs working together to provide comprehensive and affordable health and employee benefit services to Florida Sheriffs, Florida Constitutional Officers, their employees, and families.

More information is available at www.FSEBT.org

Salary/Benefits

The salary for this position is \$17.00 per hour.

Interested candidates, please send cover letter and resume: hr@fsrmf.org

Florida Sheriffs Risk Management Fund is an equal opportunity employer