

TITLE	Actuarial Intern
CLASSIFICATION	Exempt
REPORTING RELATIONSHIP	Supervisor
CREATED	September 2016

SUMMARY

The Actuarial Intern works under the direction of a Senior Actuarial Analyst, Associate Actuary or Consultant to organize, input and update data in actuarial models. Effectively communicate with project teams to meet or exceed internal expectations. Ensure that projects are on time and meet Pinnacle’s standards of excellence.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions that include, but are not limited to, the following.

- Demonstrating proficiency with Microsoft Excel
- Formatting work correctly and professionally
- Accurately entering data as directed into Excel spreadsheets
- Reviewing work to ensure accuracy
- Ability to handle and process confidential information with complete discretion
- Tracking and entering project time for client billing
- Proactively requesting additional work
- Complying with the Casualty Actuarial Society’s Code of Professional Ethics for Candidates

COMPETENCIES

- Analytical and mathematical proficiency
- Organizational ability
- Strong communication skills
- Microsoft Office
- Attention to detail

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job operates in an office setting. This role routinely uses standard office equipment including laptop computers, office telephones and copiers.

PHYSICAL DEMANDS

This is largely a sedentary role, requiring use of office equipment including, but not limited to, a laptop computer and an office telephone.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full- or part-time temporary position. Typical days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. local time.

TRAVEL

This position does not require travel.

REQUIRED EDUCATION AND EXPERIENCE

- Pursuing Bachelors' Degree in Actuarial Science, relevant mathematical or insurance field
- Successful completion of at least one actuarial exam
- Actively pursuing credentials in the Casualty Actuarial Society

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None required for this position.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.