



Independent School District

VACANCY NOTICE RISK MANAGEMENT PART-TIME INTERN

QUALIFICATIONS

Minimum Education/Certification: Must be a collegiate-level student attending classes relative to the Risk Management profession or related emphasis

Special Knowledge/Skills:

- Possess a valid driver's license for commute to work and other driving assignments
- Demonstrated success in performing a variety of computer applications, such as, Outlook, Excel, Word, Power Point, and Internet research
- Demonstrated ability to work and get along with people at all levels of an organization
- Must complete on-line HIPAA training prior to assisting in maintenance of Benefits files and records

Minimum Experience: Experience working in an office environment

MAJOR RESPONSIBILITIES AND DUTIES

- Assist Benefits Coordinator with planning and executing wellness initiatives
- Assist Benefits Coordinator with bill auditing and reconciliations
- Assist Benefits Coordinator in the preparations of Sick Leave Bank Documentation
- Assist Risk Manager with workers' compensation accident analysis to identify safety training needs
- Assist Risk Manager with formalizing training programs relative to accident prevention and identify theft
- Assist Risk Manager in general safety inspections and other loss control measures
- Assist Risk Manager in compiling data for periodic and annual risk management reports
- Assist Risk Manager in compliance relative to Red Flag Rules (ID Theft), ADA (Americans with Disabilities), and HIPAA (Health Insurance Portability & Accountability Act)
- Any other duties as directed by Benefits Coordinator or Risk Manager
- **DENOTES ESSENTIAL FUNCTIONS OF POSITION**

OTHER INFORMATION

Beginning Date: As soon as possible
Length of Duty: Hourly Part-Time – 15 hours per week
Beginning Salary Range: \$8.50
Wage/Hour Status:

APPLICATION PROCEDURES AND DEADLINE

Complete the Part Time/Temp Employee application on-line on the web. Letters of interest and updated resumes may be attached. No faxes or Emails, please. Current employees should complete the request for the transfer with in the District and attach a letter of interest and resume. All Applications and attachments will be reviewed and those selected for Interview will be contacted.

If you need assistance, you may contact:

Pablo Rodriguez, Coordinator of Classified Personnel
Irving Independent School District
PO Box 152637
2621 W Airport Freeway
Irving, TX 75015-2637

Date Posted 09/02/2009