Job Description
Primary Location United States of America-Ohio-Cuyahoga County
Work Locations
615 Superior Ave W
Cleveland 44113-1889
Organization Workers' Compensation
Classified Indicator: Unclassified
Bargaining Unit / Exempt: Exempt
Schedule Part-time
Compensation: $11.00 - $17.00 per hour
Unposting Date Apr 1, 2019
Job Function Insurance

College Intern - Insurance Claims (Cleveland) (19000NZ)

Job Duties

The Bureau of Workers' Compensation (BWC) is a dynamic organization that offers career opportunities across many different disciplines. We value the richness of a skilled, diverse and engaged workforce. We're committed to fostering and embracing an environment of inclusion and diversity to achieve our mission. Please click this link to read more, then come back to this job posting to submit your application!

About Our Agency
At BWC, our job is Prevention & Care. It's good for workers, employers and Ohio's economy. Everything we do each day ties back to these two simple purposes:

- Preventing injuries and occupational illnesses on the job - The best claim is one that never happens. That's why it's critical for us to focus on prevention through safety education, training and consultation;
- Caring for injured workers so they can return to work and life as quickly as possible - In spite of everyone's best efforts, injuries and illnesses can happen in any workplace at any time. That's why we must also focus on injured worker care to ensure the best outcomes and return-to-work success.

When Prevention & Care come together, we seal the deal for our customers - Ohio's employers and injured workers. That same partnership that brings together Prevention & Care is what we're all about. It reduces costs and lowers premiums for employers, allows businesses to succeed throughout the state and, most importantly, keeps Ohio's workers healthy and safe on the job.

We also fulfill a promise made in Ohio more than 100 years ago when workers' comp began. The partnership between business and labor created a system that provides a financial safety net for employers and workers - as well as peace of mind.

About the Job
This internship will carry you through the lifecycle of a workers' compensation claim. Start with the intake of the claim and follow the process through until you get to the Return To Work and Remain At Work teams. You'll be responsible for helping injured workers get the insurance coverage they are provided as an Ohio employee.

That's not all, though. You will also get to work behind the scenes on special projects that will ultimately enhance the agency's service and efficiency by identifying trends and analyzing processes.

Apply today to get exposure to this niche segment of the insurance industry.

To learn more about the BWC Internship Program, click here.

Qualifications
The recommended candidate will be required to provide proof of enrollment in at least one course at an accredited university.

Preferred majors: business, analytics, communications, risk management, psychology, or similar.

Hours are flexible to align with the candidate's class schedule. Candidate will be expected to work in our office during normal business hours Monday through Friday.

The candidate will ideally start in summer 2019 and work year-round.

Knowledge of: bookkeeping, office management, human relations, public relations.
Skill in: word processing, keypunch.
Ability to: reason, verbal communication.

https://dasstatetech.taleo.net/careersection/oh_ext/jobdetail.ftl

1/2
(*) Developed after employment

Salary Information

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<td>Third Year Grad</td>
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Transportation

Position may require travel; therefore, persons occupying this position must be able to provide own transportation &/or legally operate a state-owned vehicle.

Application Status

You can check the status of your application online by signing in to your profile. Questions pertaining to things other than your application status can be directed to: bwcinternships@bwc.state.oh.us.

Background Check Information

Prior to an offer of employment, the final applicant will be required to sign a background check authorization form and undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position.