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# Example of Actuarial Intern Job Description

Our innovative and growing company is searching for experienced candidates for the position of actuarial intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for actuarial intern

* Performing Microsoft Excel spreadsheet work - Updating and maintaining existing spreadsheets
* Analyzing and assisting with property and auto rate level indications
* Testing of new rate systems
* Participating in rate filing preparations
* Supporting implementation of rate changes, product enhancements and testing controls
* Simplify and standardize valuation calculations
* Provide clear documentation and communication of technical work
* Improve projection tools with input and guidance from assigned actuarial group
* This position is for an intern within Countrywide Pricing, focusing on Private Passenger Auto (PPA) Ratemaking
* This summer’s intern will focus on enhancing PPA rate level indications by utilizing foundational ratemaking techniques, advanced ratemaking techniques, such as Generalized Linear Models (GLMs)

## Qualifications for actuarial intern

* Are interested in working in a flexible part-time capacity approximately 16-24 hours a week during the Fall 2016 school year
* Familiarity with MS Access or other database applications is preferred
* Excellent knowledge of Excel based tools (advanced VBA would be an advantage)
* Good team player and also able to work independently
* Pursuing a Bachelor’s degree in Actuarial Science, Math, Statistics or related field AND be in strong academic standing
* Postgraduate/undergraduate in local or overseas universities majoring in actuarial science or insurance studies