



# Example of Risk Management Intern Job Description

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Our growing company is searching for experienced candidates for the position of risk management intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for risk management intern

- Support the RCSA process including risk reporting and presentation development, quality assurance analysis and liaising with business units to complete updates of risk assessment information
- Provide assistance with Crisis Management Team exercises including developing the exercise and documenting the results
- Assist with planning and executing a business recovery plan test at our headquarters locations
- Assist with system testing and implementation
- Update IBX business continuity-related documentation
- Research/rollout crisis communication tools
- Create and interpret monthly security reports of compliance with security baselines, vulnerability patching, antivirus deployment, Coordinates with other security personnel to make risk-based recommendations for remediation actions
- Evaluate impacts of security exception requests and works with team to make an appropriate decision on acceptance of risk
- Follow up with risk owners to ensure actions are being taken to mitigate identified risks
- Prepare at least one security awareness article to be published to users on a topic of general user interest

## Qualifications for risk management intern

- Proactive mindset, with the ability to identify and prioritize issues and solutions quickly
- Operate effectively as a member of a global and diverse team
- Currently pursuing a Bachelor's or Master's in Analytics, Statistics, Mathematics, Finance, Accounting, Economics or Business Administration
- Currently enrolled as a junior, senior, or in a Master's Program
- Knowledge and/or experience using statistical packages for analyzing large datasets like SAS, R, MATLAB