

**TEXAS PENSION REVIEW BOARD
AN EQUAL OPPORTUNITY EMPLOYER
STATE AGENCY JOB VACANCY NOTICE**

Agency: Texas Pension Review Board	Opening Date: 07/06/2026
Listing Number: PRB 2602	Closing Date: Until filled
WorkInTexas ID: 17036824	
Salary: \$17-\$20 Per Hour	Pay Basis: Hourly
Position Title: Actuarial Intern	Salary Group /Class No: A12/0590
Refer To: Jessimond McLaughlin	Telephone: 512-463-1736
Number of Openings: 1	Duration: Temporary (2026-2027 academic year, with possible extension)
Shift: Negotiable	Schedule: Part Time -- Hours flexible, up to 15 hours per week
Travel Required: Limited	
Agency Mailing Address: P.O. Box 13498, Austin, TX, 78711-3498	
Agency Location Address: 300 W. 15 th Street, Room 406, Austin, TX	
Agency Web Address: www.prb.texas.gov	

ORGANIZATIONAL OVERVIEW:

The Texas Pension Review Board (PRB) is a state agency that provides oversight and monitoring of the 100 Texas public retirement systems, also known as pension systems. The agency receives and analyzes financial, actuarial, and benefit reports and data, conducts research regarding issues that affect public retirement systems and provides educational and technical resources to retirement systems and administrators, the Texas Legislature, and other stakeholders.

JOB SUMMARY:

An actuarial intern with the PRB will work part-time with a small team of colleagues to help monitor the actuarial health of Texas' 100 public pension systems and ensure local police, firefighters, teachers, county hospital nurses, and other public employees receive the pension benefits they are promised. The intern will work closely with and learn from the PRB's staff actuary. The internship is paid and offers hybrid remote work opportunities. The agency will also work with the intern to accommodate their academic schedule.

ESSENTIAL FUNCTIONS:

- Learn key actuarial terminology and actuarial methods of determining pension assets and liabilities.

- Review actuarial valuation reports presented in various formats by dozens of different actuaries, identify the key information in each report and summarize the information for inclusion in the agency's internal database and publicly facing online Data Center.
- Assist the staff actuary in reviewing and making recommendations relating to assumptions, experience, funding, and other actuarial matters.
- Identify missing reports and information and communicate with pension plan administrators to provide them.
- Assist with the preparation of board and committee meeting presentations.
- Perform research and project management for assorted special projects.

MINIMUM QUALIFICATIONS

Experience and Education:

Qualified applicants will be pursuing a bachelor's degree in actuarial science. Students from freshman to senior levels are encouraged to apply.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of actuarial mathematics and/or statistical analysis.
- Skill in using Microsoft Office software, especially Excel.
- Working collaboratively in a team environment, maintaining a positive attitude and working well with others.
- Gather, assemble, correlate, and analyze facts.
- Identify, analyze, and solve problems.
- Complete all tasks with appropriate attention to detail.
- Organize and manage tasks effectively.
- Effectively communicate with supervisors, co-workers, and retirement system staff.
- Follow instructions and accept constructive feedback from supervisors.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Work is performed in a standard office working environment and requires:

- Regular, reliable, and punctual attendance.
- Frequent use of personal computers, copiers, printers, and telephones.
- Mostly sedentary in nature, but may involve moving, standing, pushing, pulling, kneeling, stooping, and bending.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.

BENEFITS:

The PRB is a state agency offering both flexible scheduling and hybrid remote work opportunities.

As this is a temporary intern position, no benefits (such as insurance) are offered.

NOTES:

Veterans, Reservists, or Guardsmen with an MOS or additional duties that fall in Actuarial Science or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call 512-463-1736 for more information or assistance.

Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf.

HOW TO APPLY:

All applicants must complete the State of Texas application form, which can be found at

<https://www.twc.texas.gov/sites/default/files/busops/docs/state-of-texas-applications-e-133-twc.pdf>

In addition to the required State of Texas application, applicants may submit a resume and cover letter.

Applications should be emailed to Jessimond.mclaughlin@prb.texas.gov or mailed to Pension Review Board, P.O. Box 13498, Austin, TX 78711-3498.

Applications may also be submitted through www.workintexas.com, but this is not a requirement.

ADDITIONAL INFORMATION:

- **The PRB is an Equal Employment Opportunity Employer.**
- Selected applicant may be subjected to a background check.
- Official transcripts or other minimum requirement validations may be requested at the time of job offer.
- If hired for employment, you will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Notice to Applicants Who May Require Reasonable Accommodation in the Interview Process: Applicants with disabilities who may need to discuss special accommodation during the interview process should contact Jessimond McLaughlin at 512-463-1736. If reasonably possible, please call at least 48 hours in advance to afford the agency sufficient time to properly review and coordinate your request.

Due to the high volume of applications, we do not accept telephone calls regarding this job posting and cannot reply to all email inquiries. Only candidates selected for interview will be contacted.