AUBURN
Human Resources

University Risk Manager

Job Description

JOB INFORMATION

Job Code	EE02
Job Description Title	University Risk Manager
Pay Grade	LC11
Range Minimum	$68,050
33rd %	$86,200
Range Midpoint	$95,270
67th %	$104,340
Range Maximum	$122,490
Exemption Status	Exempt
Approved Date:	7/26/2021 3:21:20 PM
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JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Risk Management

JOB SUMMARY

Manages University risk management and insurance operations including designing and implementing risk financing and loss mitigation initiatives. Monitors property and liability loss exposures across campus and recommends best practices to address the varied and complex risk concerns inherent to the operations of a large research institution of higher education.

RESPONSIBILITIES

- Leads engagement of the risk management process in identifying and analyzing property and liability risk exposures of the University. Selects and guides implementation of risk treatment options that optimize outcomes consistent with the risk tolerance of the University and its stakeholders. Champions process improvements based on findings of risk assessments. Provides consultation and guidance to internal stakeholders considering all types of risk to the University including financial, operational, reputational, strategic, and regulatory in nature. Directly supervises multiple risk management specialists assigned to work unit.
- Collaborates with various departments, including General Counsel, Business & Finance, Audit & Compliance, Provost, Office of Research, and Student Affairs to assess various types of contracts (e.g., leases, facility use agreements, license agreements, affiliation agreements, professional services contracts, etc.). Confirms insurance provisions correspond to risk tolerance of departments and suggest revisions or consultation with appropriate subject matter experts. Recommends additional risk transfer options (including the purchase of insurance) to address exposures presented in specific contracts.
- Develops, implements, and updates loss control and safety awareness programs, including training on relevant risk-related topics. Collaborates with internal stakeholders to ensure training initiatives align with institutional goals and industry benchmarks. Leverages external training resources to optimize learner success, increase retention of learning objectives, and promote implementation of risk management concepts covered in various trainings.
- Coordinates the resolution of claims against the University and oversees the selection and activity of the University’s Third-Party Administrator(s) (TPA). Monitors development and pursues agreeable outcomes in all claim-related matters. Audits performance of TPA and recommends changes to processes and handling techniques as appropriate. Coordinates processing of claim payment after meeting proper authorization and approvals. Works with internal stakeholders, including General Counsel, to preserve the University's defense against allegations of negligence and/or misconduct. Coordinates negotiation for claims pending litigation and oversees preparation of timely and accurate records and documentation for all cases
- Oversees administration of Risk Management Information System (RIMS) to ensure programming meets departmental and end-user needs. Prepares financial documents, reports, memos, and budgets using information housed in the system. Leverages RMIS functionality to manage exposures, policies, and claims effectively.

RESPONSIBILITIES

- Administers various University policies within the purview of Risk Management & Safety, including Fleet Safety policy, Campus Alcohol Policy, and others. Reviews and revises policies periodically to bring them up to date and clarify any ambiguous provisions and align them with University's mission. Assesses need for implementation of new policies to address identified exposures. Participates in policy adoption process to ensure risk management concerns are addressed.
- Prepares insurance budgets and manages procurement of actuarial studies and other managerial reports to aid senior leadership in their decision-making processes. Assists departmental liaisons with verifying accurate accounting of departmental financial transactions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Risk Management & Insurance, Business, Finance, Legal Studies, Health & Safety, or other related field.	and	4 years of	Experience in the management and/or coordination of risk management programs and/or in the field of insurance/risk financing.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of management and/or coordination of risk management programs and/or in the field of insurance/risk financing.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Chartered Property Casualty Underwriter (CPCU)	The American Institute for Chartered Property Casualty Underwriters	Upon Hire	Required	And
	Associated in Risk Management (ARM)- The American Institute of Chartered Property Casualty Underwriter	Upon Hire	Required	And
Certified Risk Manager (CRM)		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.