AUBURN
Human Resources

Spec I, Risk Management

Job Description

JOB INFORMATION

Job Code	EE03A
Job Description Title	Spec I, Risk Management
Pay Grade	LC07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Exempt
Approved Date:	8/22/2025 3:39:30 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the University Risk Manager, this position has responsibility for providing assistance and technical support with the administration of the university's commercial property and casualty insurance programs, self-insured programs, and loss control and loss prevention programs. Specialist provides oversight and evaluation of On-the-Job Injury, Property, Casualty, and other types of claims and recommends solutions that minimize cost and ensure compliance with relevant policies and procedures.

RESPONSIBILITIES

- Assists with the design, selection, purchase, and management of the university’s risk financing program.
- Coordinates commercial insurance program, including preparing marketing submissions, negotiating renewals, managing endorsements, calculating insurance expense allocations, maintaining insurance schedules, and reporting financial information.
- Provides a comprehensive and technical review of all insurance documents (policies, endorsements, certificate of insurance) to ensure accuracy, identify gaps in coverage, and/or the need for additional risk financing or loss control measures.
- Identifies and analyzes risk exposures. Prioritizes, prepares, and implements effective risk controls or risk elimination measures.
- Provides advice and guidance campus-wide to University officials, administrators, faculty, and staff on the interpretation and application of the university’s insurance policies, loss control procedures, and related regulations. Develops and provides training/educational programs to disseminate this information to the University community.
- Provides service to various campus stakeholders by reviewing non-insurance documents such as Professional Service Contracts, Affiliation Agreements, and other contracts to mitigate risks by recommending appropriate insurance limits, hold harmless, and indemnity agreements.
- Partners with the university’s Third-Party Administrator, Legal Counsel, and/or Insurance Companies to respond, process, and settle claims and other legal filings presented to the university.
- Gathers and compiles data in the Risk Management Information System; prepares financial documents, reports, and budgets.
- Serves on university committees to provide input towards planning, decision-making, and actions that affect the university.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	No specific discipline.	and	0 years of	Experience in the administration of a risk management program and/or in the field of insurance	Or
Associate's Degree	No specific discipline.	and	4 years of	Experience in the administration of a risk management program and/or in the field of insurance	Or
High School Diploma or GED		and	8 years of	Experience in the administration of a risk management program and/or in the field of insurance	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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.