AUBURN
Human Resources

# Dir, Risk Management & Insurance

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | EE08 |
| Job Description Title | Dir, Risk Management & Insurance |
| Pay Grade | LC14 |
| Range Minimum | $97,760 |
| 33rd % | $127,080 |
| Range Midpoint | $141,750 |
| 67th % | $156,410 |
| Range Maximum | $185,740 |
| Exemption Status | Exempt |
| Approved Date: | 5/12/2025 5:19:24 PM |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

The Director of Risk Management & Insurance supervises the activities of the Risk Management & Insurance and Safety & Health programs within the Risk Management & Safety Department. The Director implements, monitors, and coordinates risk control, reduction, prevention, and financing programs with the goal of minimizing financial losses to the University from injuries and other hazards and/or loss exposures.

## RESPONSIBILITIES

- Supervises the Risk Management & Insurance and the Safety & Health programs, including hiring, evaluating, training, and supervising personnel to ensure compliance with applicable employment law and promote productive departmental operations. Lead and mentor staff in a high-paced environment and develop effective teams grounded in industry knowledge and motivated by continuous improvement.
- Develops and administers comprehensive risk management programs by establishing goals, policies, and procedures, and evaluating operational effectiveness. Revise existing institutional policies to clarify expectations of various stakeholders and encourage risk-aware behaviors.
- Oversees Auburn University’s self-insured programs ( on-the-job injury (OJI), general and auto liability, and auto physical damage), manages accident investigations, and ensures satisfactory adjudication of claims. Monitor the activity of the University’s contracted third-party claims administrator and mediate disputes. Collaborate with counsel and other parties to minimize litigation-related losses.
- Negotiates and procures insurance, develops alternative risk financing methods, and manages the budget for risk management needs. Apply in-depth knowledge of the higher education insurance market to manage insurance program structure and maximize the efforts of the insurance broker team.
- Provides guidance on risk management language in contracts and other legal documents to ensure compliance and transfer risk where appropriate. Analyzes problems, identifies alternative solutions, and predicts consequences of proposed revisions to contract language.
- Oversees the Risk Management Information System (RMIS), including selecting software, negotiating terms and features, and periodically reviewing the system to ensure that it meets the needs of the department and the University.
- Directs the development and management of safety and loss control policies and programs, monitors loss trends, and assesses compliance with safety requirements. Cultivate departmental knowledge and allocate risk resources where needed to advance better outcomes and improve decision-making across all operational functions of the University.
- Oversees risk assessments and provides feedback where appropriate. Implement and advocate for proper risk hygiene activities by engaging the campus community and encouraging impactful interactions with risk owners. Support the risk management process across various units and identify areas for process improvements among stakeholders.

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

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|---|---|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |

## 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 Business, Insurance, Risk Management or related field. | and | 8 years of | Experience in risk management program administration and/or the insurance programs. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Direct, hands on knowledge of risk management and insurance principles, standards, and practices including risk prevention, risk reduction, risk retention (self-insurance), and risk transfer. | |
| In depth knowledge of the insurance market for higher education. | |
| Ability to evaluate strategic and operational risks. | |
| Ability to develop policies, and implement and manage a complex programs. | |
| Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals. | |
| Ability to manage and execute multiple complex projects within required time frames and expectations. | |
| Excellent communication, interpersonal and networking skills. | |
| Ability to develop strong collegial and collaborative relationships with stakeholders. | |
| Superior analytical and writing abilities. | |
| Ability to provide technical guidance and leadership to professional personnel in area of expertise. | |
| Demonstrated ability to lead and mentor professional staff in a complex and diverse environment (planning, monitoring, priority setting and time management). | |
| Strong interpersonal and communication skills (internally and externally) with senior leaders, board members. Success in developing effective teams and pursuing continuous improvement programs. | |
| Ability to develop, implement, and supervise safety and health programs and protocols. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| ARM - Certification In Risk Management | Certified by the Associate in Risk Management (ARM) | Upon Hire | Required | Or |
| Certified Risk Manager (CRM) | | Upon Hire | Required | Or |
| Chartered Property Casualty Underwriter (CPCU) | | Upon Hire | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | | X | | | Up to 25 pounds |
| 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.

**Travel Requirements:**

In-State