AUBURN
Human Resources

Dir, Risk Management & Safety

Job Description

JOB INFORMATION

Job Code	KC12
Job Description Title	Dir, Risk Management & Safety
Pay Grade	LC13
Range Minimum	$88,040
33rd %	$111,520
Range Midpoint	$123,260
67th %	$135,000
Range Maximum	$158,470
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	2/13/2026 11:25:15 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Leads key risk management and safety initiatives across the university, providing strategic guidance, cross-campus coordination, and expert analysis to strengthen preparedness, reduce organizational risk, and support a safe learning and working environment. The role oversees program operations, staff supervision, and continuous improvement efforts while serving as a central resource for risk assessment, training, and compliance.

RESPONSIBILITIES

- Provides strategic leadership for assigned program areas, including Special Projects (Athletics, Student Organization Housing, and Off-Site Inspections). Develops, directs, and coordinates goals, objectives, policies, procedures, and work standards. Collaborates closely with other Risk Management & Safety (RMS) units—particularly Risk Management & Insurance and Safety & Health—to ensure alignment and consistency across programs.
- Builds strong partnerships across the University to increase awareness of risk and safety practices. Coordinates and delivers training, exercises, and educational support for students, faculty, and staff. Communicates regularly with campus units regarding emerging trends, updates, and training opportunities, and provides guidance on risk management and safety expectations.
- Conducts comprehensive risk analyses and develops actionable recommendations to identify, mitigate, and monitor organizational risks. Leads recurring risk and threat assessments and advises departments and leadership on strategies to proactively identify, analyze, evaluate, and treat risks within their operations, projects, and activities.
- Collaborates with RMS staff to perform detailed inspections, audits, and risk assessments of university-owned or operated facilities and outdoor spaces. Documents findings through reports, photographs, and data visualizations (e.g., risk matrices, heat maps) related to physical security, general safety, fire and life safety, hazardous materials, and structural vulnerabilities. Develops and recommends improvement plans and uses incident data, historical trends, and stakeholder feedback to inform ongoing assessments.
- Provides leadership and supervision for assigned professional staff, including hiring, training, setting priorities, scheduling, delegating work, and overseeing daily operations. Assigns special projects, monitors progress toward established goals, and evaluates performance through formal written assessments.
- Oversees the inspection, maintenance, and compliance of all AED units across campus. Ensures AEDs remain accessible, functional, and properly located. Manages equipment maintenance, battery and pad expiration tracking, staff training records, emergency response procedures, post-incident reporting, and compliance with applicable local and state regulations.

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	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	Business, Insurance, Risk Management, Industrial Hygiene, Occupational Safety, Environmental Health, Public Health, Biological Sciences, Chemistry, Engineering, or a closely related field.	and	8 years of	experience in risk management and safety, safety regulatory compliance enforcement, and business management including budgeting and personnel management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of risk management principles, safety regulations, and compliance requirements	
Knowledge of risk assessment methodologies, facility inspection practices, and incident analysis techniques	
Skilled in analyzing data, conducting assessments, and developing evidence-based recommendations	
Skilled in building collaborative relationships and communicating effectively	
Ability to lead and supervise professional staff	
Ability to evaluate complex situations, anticipate emerging risks, and implement proactive solutions	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Industrial Hygienist		Upon Hire	Desired	Or
Certified Safety Professional (CSP)		Upon Hire	Desired	Or
ARM - Certification In Risk Management		Upon Hire	Desired	Or
Chartered Property Casualty Underwriter (CPCU)		Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting			X			10 lbs
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