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## Auburn University Job Description

Job Title: **University Risk Manager**

Grade LC11 \$59,500 - \$107,100

Job Code: **EE02**

FLSA status: Exempt

Job Family: Legal, Compliance & Audit

Job Function: Risk Management

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### 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.

### Essential Functions

1. 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.
  2. 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.
  3. 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.
  4. 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.
  5. 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.
  6. 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
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addressed.

7. 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.

### **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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	Degree in Risk Management & Insurance, Business, Finance, Legal Studies, Health & Safety, or other related field.
<b>Experience (yrs.)</b>	4	Experience in the management and/or coordination of risk management programs and/or in the field of insurance/risk financing.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

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

#### Certification or Licensure Requirements

Chartered Property Casualty Underwriter (CPCU)- The American Institute for Chartered Property Casualty Underwriters; Associated in Risk Management (ARM)- The American Institute of Chartered Property Casualty Underwriters; or Certified Risk Manager (CRM)- The National Alliance for Insurance Education & Research, is desired

#### Pre-Employment Screening Requirements

None required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/16/2022

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