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## Auburn University Job Description

Job Title:	<b>Spec, Risk Management</b>	Level I	Grade LC07 \$40,000 - \$64,000
Job Code:	<b>EE03</b>	Level II	Grade LC08 \$45,000 - \$72,000
FLSA status:	Exempt	Level III	Grade LC10 \$54,800 - \$93,200

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### 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 ensures compliance with relevant policies and procedures.

### Essential Functions

1. Assists with the design, selection, purchase, and management of the university's risk financing program.
2. Coordinates commercial insurance program including preparing marketing submissions, negotiating renewals, managing endorsements, calculating insurance expense allocations, maintaining insurance schedules, and reporting financial information.
3. Provides comprehensive and technical review of all insurance documents (policies, endorsements, certificate of insurance) to ensure accuracy, identify gaps in coverage, and/or need for additional risk financing or loss control measures.
4. Identifies and analyzes risk exposures. Priorities, prepares, and implements effective risk controls or risk elimination measures.
5. 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.
6. 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.
7. Partners with the university's Third-Party Administrator, Legal Counsel, and/or Insurance Companies to response, process, and settle claims and other legal filings presented to the university.
8. Gathers and compiles data in the Risk Management Information System; prepares financial documents, reports, and budgets.
9. Serves on university committees to provide input towards planning, decision-making, and actions that affect the university.

### Supervisory Responsibility

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

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Risk Management & Insurance, Business, Economics, Finance, Health and Safety, or a degree in any other related field

#### Focus of Experience

Experience in the administration of a risk management program and/or in the field of insurance

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

See Job Family Levels

#### Certification or Licensure 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 walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 11/7/2011

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