
Auburn University Job Description

Job Title: **Dir, Risk Mgmt & Insurance**

Grade LC14 \$85,500 - \$162,500

Job Code: **EE08**

FLSA status: Exempt

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, and prevention programs with the goal of minimizing the risk of injuries and adverse events to the university.

Essential Functions

1. Provides administrative oversight of the Risk Management & Insurance and Safety & Health programs within Risk Management & Safety department including hiring, evaluating, training, and supervising assigned personnel to ensure effective departmental operations and compliance with applicable federal, state, and local laws, regulations, codes, and rules.
 2. Provides strategic direction in the development and administration of a comprehensive short and long range risk management program to identify, analyze, and respond to risk exposure; establish and implement short- and long-term goals, objectives, policies, and procedures; evaluate operational effectiveness; and implement changes required for improvement.
 3. Develops and administers the university's risk financing program by negotiating and procuring insurance ensuring appropriate terms, conditions, pricing, and coverage; develops and monitors alternative risk financing, risk transfer, and risk control methods. Develops and manages the budget for risk management operational needs, as well as university-wide insurance renewals.
 4. Develops and monitors Auburn's self-insured programs including, on-the-job injury, automobile and general liability, and automobile physical. Oversees accident investigations related to Auburn's self-insured program to determine university liability and insurance coverage available. Provides management of third-party claim administrators to ensure satisfactory adjudication of claims presented to the university. Oversees claims and lawsuits by analyzing insurance policies for coverage, recommending possible resolutions, and facilitating insurance submissions and payments.
 5. Analyzes Auburn's risk exposure, loss potential, and loss trends and provides guidance to senior leadership, faculty, and staff on liability and insurance issues and the development of risk and loss mitigation policies.
 6. Identifies and manage risks to the university, its employees, students, stakeholders, assets and operations and develops university-wide risk management strategies, objectives and policies that establish the framework, tools and procedures to achieve successful risk identification and management. Engages with university administrative and academic units to identify and evaluate loss exposure and develop programs to mitigate risk exposure and minimize risk related costs.
 7. Provides guidance on management of risks in contracts, agreements, leases, and other legal documents to assess and minimize risks and ensure compliance with contractual provisions and obligations related to risk management.
 8. Keeps abreast of latest developments and trends in the areas of risk management and prevention, and insurance areas. Performs enterprise-wide risk analysis and identification and formulates recommendations for action & mitigation of risk.
 9. Oversees the Risk Management Information System including selecting software, negotiating terms and features, and periodically reviewing system to ensure that it meets the needs of the
-

Auburn University Job Description

University.

10. Directs development, implementation, and management of sophisticated safety and loss control policies and programs related to general and occupational safety in order to mitigate risks associated with university operations and provide a safe environment for the university community. Monitors loss trends and provides strategic direction that will result in fewer losses to persons, property, and reputation. Assesses the University's conformance with federal, state, and local requirements as well as university policies and procedures relating to fire, life, and occupational safety and health. Partners with safety and loss control employees embedded in other units to provide support and consultation.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Business, Insurance, Risk Management or related field.
Experience (yrs.)	8	Experience in risk management program administration and/or the insurance programs.

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

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.

Certification or Licensure Requirements

Preferred Associate in Risk Management (ARM), Certified Property & Casualty Underwriter (CPCU) or Certified Insurance Counselor (CIC), Certified Risk Manager (CRM).

Pre-Employment Screening Requirements

Auburn University Job Description

Physical Requirements/ADA

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

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 12/1/2023
