
Auburn University Job Description

Job Title:	University Risk Manager	Job Family:	No Family
Job Code:	EE02	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages the operations for University risk management and insurance programs to assist departments with loss control.

Essential Functions

1. Identifies and analyzes risk exposures in order to procure appropriate and cost effective insurance to protect the assets of the University.
2. Administers the University's insurance and bond policy and the self-insured retention programs to include (but not limited to) assuring timely renewals, issuances, providing underwriting data, and amending coverage's as exposures change.
3. Assesses lease and license agreements and contracts with the University to make recommendations related to Hold Harmless Agreements, Indemnity Agreements, and/or insurance limits for outside entities doing business with Auburn.
4. Coordinates University risk and insurance related programs such as On-the-Job Injury programs and TPA to include (but not limited to) investigating accidents/incidents, determining compensable claims and University liability, coordinating settlements, and referring claims to appropriate agency.
5. Develops, implements, and updates loss control programs and safety awareness programs to include training.
6. Administers Risk Management Information System to include ensuring programming meets departmental needs and trains users.

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>
Education	Four-year college degree	Degree in Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or a degree in any other field
Experience (yrs.)	7	Experience in the management and/or coordination of risk management and insurance programs

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

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

Knowledge of insurance programs and options, and risk management.

Certification or Licensure Requirements

None Required.

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 10 pounds.

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

Date: 1/4/2012
