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## Auburn University Job Description

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

Job Family: No Family

Job Code: **EE08**

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

FLSA status: Exempt

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### Job Summary

Directs University Risk Management and Insurance Programs.

### Essential Functions

1. 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 exposures.
2. Negotiate and procures insurance ensuring appropriate terms, conditions, pricing, and coverage; develops alternative risk financing, risk transfer, and risk control.
3. Provides guidance and advises university administrators and employees on liability and insurance issues.
4. Monitors contractors and third parties to ensure compliance with contractual provisions and obligations related to risk management.
5. Administers and controls cost of Auburn's self-insured on-the-job injury program, including overseeing third party administrators.
6. Oversees accident investigations related to Auburn's self-insured program to determine university liability and insurance coverage available.
7. Oversees claims and lawsuits by analyzing insurance policies for coverage, recommending possible resolutions, and facilitating insurance submissions and payments.
8. 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 University.

### 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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business, Insurance, Risk Management or related field.
<b>Experience (yrs.)</b>	9	Experience in risk management program administration and/or the insurance field.

#### 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 risk management and insurance principles and practices.

#### Certification or Licensure Requirements

Certified by the Associate in Risk Management (ARM) or Certified Risk Manager (CRM), or Chartered Property Casualty Underwriter (CPCU). Graduate degree in risk management/insurance may substitute for certifications.

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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.

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: 9/9/2014

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