Position Profile

Family: Legal and Compliance
Level: AM1
Position Profile Title: Administrator 1-Univ Risk Ofc

Salary Grade	Minimum	Midpoint	Maximum
9	$104,100	$143,112	$182,112

PROFILE SUMMARY:
Positions in this job profile are responsible for the oversight and management of the overall operations of University Risk Management while ensuring compliance with all applicable federal and state laws and applicable industry regulations. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristics of the Administrator 1-Univ Risk Ofc profile is the overall oversight and management of university wide risk management. This position is the chief risk officer for the University.

PRIMARY POSITION RESPONSIBILITIES:
1. Oversees the daily operations of university wide risk management, including long and short term planning, systems, fiscal and claims management and recordkeeping compliance.
2. Conducts the researching, marketing, negotiating and implementing of various insurance coverage required to conduct University programs and business with insurers via appointed insurance brokers.
3. Supervision of professional faculty positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.
4. Oversees and ensures compliance with university policy, and state and federal laws and regulations, and terms and conditions of contracts. Advises executive leadership on efficiency and improvement of Business Center operations.
5. Develops and maintains internal and external relationships to promote and support the strategy, programs and services provided by the department, center, or institute.
6. Provides subject matter expertise on enterprise risk management, including providing training, information and serving on task forces and advisory committees university wide and externally.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:
- Entire University
- Functions across the University
- Department
- Direct team
- Student/Parents

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- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions

ACCOUNTABILITY:
Results are defined by university and division strategy, mission and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Typically reports to a Vice Provost, Vice President, Assistant/Associate Vice President, Dean or other senior level administrator.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Monitors, informs, reports, reconciles and/or moves funds within budgets, drafts/develops, approves within budgets and approves budget exceptions.

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:
Bachelor's degree in Business Administration or field related to assigned responsibilities.

5 years of experience in risk management, property and casualty insurance or related area.

DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.