UNIVERSITY OF RHODE ISLAND

POSITION DESCRIPTION

TITLE: Risk Manager
DIVISION: Business Services
REPORTS TO: Assistant Vice President for Business Services
GRADE: 11
SUPERVISION: Exercised as Needed

BASIC FUNCTION:

Administer the University's risk management programs. Develop and recommend policies and procedures which protect the institution from fortuitous loss. Provide for timely and comprehensive inquiries, and determine actions to reduce or eliminate loss. Manage the University’s insurance programs, and provide support to in-house litigation matters. The position involves all URI campuses and locations, and functions under the general direction of the Assistant Vice President/Business Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and recommend policies and procedures which will support an overall University strategy to manage the cost of providing asset and income loss protection and risk financing.

Develop and maintain effective working relationships with brokers, insurance carriers, legal representatives from the external community, and senior managers and department representatives from within the University and the Rhode Island Board of Education.

Serve as the contact person for insurance company representatives and/or attorneys regarding matters of risk management and insurance, and support University Counsel with information concerning claims and legal filings as requested.

Budget for and manage the University’s insurance portfolio by assessing values and controlling risks and losses through responsible management.

Keep abreast of the changing exposures and changing costs of risk control in order to advise senior managers on risk management policies and management efforts.

Participate in the selection of insurance carriers.

Work closely with the University community, contractors and guests, assessing risks and controlling losses through active participation with departments and coordination of responses to insurance inquiries.

Conduct claims evaluations, accident inquiries, and evaluate risk management claims information to identify significant hazards and loss trends; identify and recommend preventive measures and corrective actions.
Serve as a point of contact and a collection point for University loss claims and expenses associated with man-made and natural disasters qualifying for state and/or federal cost recovery.

Plan and coordinate risk and insurance portfolios through effective assessment of values and control of costs.

Participate in the development of University-wide risk, loss control and safety programs, and support University campus departments by providing advice and support in the implementation of these risk management strategies, training programs and loss control techniques.

Proactively advise campus administrators on the identification, evaluation, and management of all relevant financial, fixed asset, operation, and employee-related risks.

Provide support to campus departments by establishing and reviewing requirements for contracting, special events, and other insurable risks.

OTHER DUTIES and RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS, and EQUIPMENT:

Personal computer, printer; word processing, spreadsheet and database management software. Valid driver's license.

QUALIFICATIONS:

**Required:** Bachelor’ degree; at least five years of related professional experience in a risk management and insurance environment, managing budgets and participating in financial planning and analysis of insurance portfolios; demonstrated knowledge of federal and state regulations, local loss prevention and cost recovery regulations; strong computer skills, especially the ability to use spreadsheet and financial reporting applications; excellent oral and written communication skills, and interpersonal skills; demonstrated ability to work with diverse groups.

**Preferred:** Documented training and certification in the risk management and insurance fields.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATIONS TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.