UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Risk Management

DIVISION: Administration and Finance (Risk Management)

REPORTS TO: Risk Manager

GRADE: 7

SUPERVISES: N/A

BASIC FUNCTION:
Assist the Risk Manager in the day-to-day administrative, financial and operational functions of the University’s Risk Management Office. This involves all campuses and locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Assist the Risk Manager in the development and management of the various department protocols, office procurement, and office management.

Provide timely and quality risk management services to the University community clients and communicate claim procedures and risk management policies.

Assist in the preparation and processing of both routine and important/complex claims and correspondence.

Evaluate risk exposures and advise the University community to eliminate and minimize risks as a result of onsite risk assessments; document risk exposures and create risk assessment reports.

Handle information from and to the University community, general public, and safety officials; this information involves emergencies and may be of a sensitive and confidential nature.

Assist with research and document information concerning the various insurance policies, claims, and premiums for the University insurance program; this involves dealing with the University community, agents, and company claims adjusters.

Conduct property and loss control assessments with insurance representatives such as underwriters and loss control representatives.
Develop, apply, and maintain working knowledge of University risk management technical policies and procedures and demonstrate understanding of the property/casualty insurance business.

Coordinate and investigate claims brought against the University; examine claim forms, policy, and other records to determine insurance coverage and liability assessment; handle claims settlements and assist insurance carrier in claims investigations.

Assist the Risk Manager with maintaining University Staff and Student Injury Reports for purposes of liability, corrective action, and recommendations.

Assist the Risk Manager with preparing and maintaining accurate department budget records for various accounts, handle purchasing paperwork, invoices, and receiving reports.

Draft and review documents and correspondence for the Risk Manager.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, spreadsheet, database management, and scheduling software; fax and copying machines; valid driver’s license.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor’s degree; Minimum three years of experience in a complex administrative support position; Demonstrated mathematical, analytical, and problem-solving skills; Demonstrated experience in computing, (including word processing, database management, spreadsheet, web page and scheduling software); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to deal with emergency situations as a matter of routine; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations, and to communicate the interpretation to others; Demonstrated ability to maintain confidentiality; and, Demonstrated ability to work in a culturally diverse environment.

**PREFERRED:** Minimum three years of experience in a complex administrative support position dealing with risk management, property and liability insurance codes/regulations, claims and related insurance issues; and. Demonstrated experience with accessing information from PeopleSoft or a similar institutional accounting system.

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