

**JOB CODE: ..... 101339**  
**POSITION #: (NUNC) (E)**  
**DEVELOPED BY: KL**  
**REVIEWED BY: AMC, DLJ**  
**APPROVED BY: AMC**  
**DATE: ..... 3/21; 1/10/2024**

**UNIVERSITY OF RHODE ISLAND**  
**POSITION DESCRIPTION**

**TITLE:** Manager, Risk Control and Insurance  
**DIVISION:** Administration & Finance  
**REPORTS TO:** Assistant Vice President for Enterprise Risk Management  
**GRADE:** 12  
**SUPERVISION:** Support staff; students

**BASIC FUNCTION:**

Under the direction of the Assistant Vice President for Enterprise Risk Management, manage the University's insurance programs and provide support to in-house counsel on litigation matters. Serve as trusted advisor and consultant to University leaders on matters related to insurance evaluation, policy development and ensuring the integrity of internal controls and business processes. Provide for timely and comprehensive inquiries and determine actions to reduce or eliminate loss. Assist in enterprise risk management efforts for the University, including developing risk management strategies and influencing risk owners in the integration of risk management processes into the University's business, academic, and research activities. The position involves all URI campuses and locations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop and recommend policies and procedures that will support an overall University strategy to manage the cost of providing asset and income loss protection as well as 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.

Serve as the contact person for insurance company representatives and/or attorneys regarding matters of risk control 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 and University leadership on risk management policies and management efforts.

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, including accident and injury reports associated with faculty, staff, students, and visitors.

Participate in the selection of insurance carriers. Plan and coordinate risk and insurance portfolios through effective assessment of values and control of costs.

Work closely with the University community, vendors/contractors, and guests to assess risks and control losses through active engagement with University departments to coordinate responses to insurance inquiries.

Conduct claims evaluations, accident inquiries, and evaluate claims information to identify significant hazards and loss trends; identify and recommend preventive measures and corrective actions.

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.

Supervise and direct support staff, including training and professional development.

Participate in various committees, as requested.

Review and propose language for contracts, agreements, bids, special coverage requests, and other institutional arrangements for necessary indemnification, insurance requirements and other related risk management objectives.

Manage, collect, and provide feedback on insurance certificates provided from suppliers, vendors, guest speakers, entertainers, and other third parties to ensure compliance with contractual and other risk management objectives.

Collaborate with Human Resources on employee safety programs and provide appropriate follow up to address issues that contribute to unsafe work practices or environments; track incidents and produce reports and analysis regarding workplace safety incidents and claims; provide current trending reports to supervisors and department heads. Provide recommendations and regular feedback to operational leaders on areas for improvement.

Develop, maintain, and expand the University Enterprise Risk Management website to offer self-help capabilities via online knowledge sharing, training, and insurance inquiries.

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.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum three (3) years of professional experience in a risk management and insurance environment; Demonstrated experience participating in financial planning and analysis of insurance portfolios; Demonstrated computer skills (including the ability to use spreadsheet and financial reporting applications); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree in Business, Insurance or Public Administration; Demonstrated training and certification in the risk management and insurance fields; Demonstrated experience in a higher education setting; Demonstrated knowledge of federal and state regulations, local loss prevention and cost recovery regulations; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; and, Demonstrated supervisory experience.

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