



Job Specification

Job Title: Coordinator, Risk and Insurance
BCAT Code: 453X AP
Pay Grade: G14

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

The Risk and Insurance Program Manager reports to the Director of Safety and Risk Management and has broad responsibilities for management of insurance, health, and safety programs for the University. This position will be responsible for risk management activities which will serve to reduce personal, property, and financial losses to the institution.

Examples of Duties

- Identifies and analyzes loss exposure to the university. This includes reviewing legal contacts; advising project managers on safety and liability issues; examining insurance contracts/agreements/certificates in order to protect the university and the State of Georgia from financial losses. This will involve close contact with Legal Affairs, and other departments.
- Review projects and programs for the university community and make recommendations that would reduce or eliminate the potential for financial, property, and human losses. These recommendations would include, but are not limited to, recommended insurance coverage and limited that would finance the risk, and process changes that would eliminate or reduce the risk. Purchase and coordinate insurance with commercial brokers and ins. companies.
- Administer the university recovery account. This will involve setting a budget, (approximately \$300,000.00) and receivable accounts, authorizing expenditures that are insurance recoverable, and ensuring that the expenses for each fiscal year balance.
- Manages the university's self-insured policies for insurance lines not limited to property, liability, employee dishonesty, special coverage, and vehicle. This will include, but not be limited to: selecting and purchasing adequate insurance limits for the university to reduce uninsured losses; and coordinating insurance claims with departments that have suffered losses and the DOAS Risk Management division. Represent GSU on issues pertaining to risk management and insurances with the State of Georgia, its representatives, GSU community, and third-party claimants.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of the Insurance process, working in the insurance and safety fields;
- Knowledge of OSHA, NFPA, EPA, NRC, and state regulations
- Experience managing a budget and general accounting knowledge
- Some lifting, not to exceed 50 pounds, may be required.
- Extensive walking through University properties while conducting loss control surveys and property evaluations.
- May require climbing ladders.

Minimum GSU Hiring Standards

Bachelor's degree and 2 years of related experience in safety and health management, risk management, or related field, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.