



Job Specification

Job Title: Manager, Risk and Insurance
BCAT Code:453X AJ
Pay Grade: G16

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

General Description

Manages the University self-insured and commercial insurance program. Administers contract and legal agreements, loss control and risk programs.

Examples of Duties

- Administers self-insured policies for property, liability, broad form, employee dishonesty, monies and securities.
- Monitors and makes recommendations for commercial coverage for special events and international/domestic research.
- Represents the University on issues pertaining to Risk Management.
- Meets with insurance agents and brokers to determine lines of coverage, policy terms, and rates.
- Supervises loss control and claims processing.
- Meets with staff and discuss strategies or process improvements.
- Manages Safety and Risk Management Information System (SARMIS).
- Develops and direct the production of risk management queries and reports.
- Presents loss control training for faculty and staff.
- Design and develop additional multi-media training modules for other exposures.
- Determines amount of reserves to be budgeted for receivables.
- Develops new methods for tracking reserves and account utilization.
- Supervises and provide direction to assigned staff.
- Provides risk management support to the Risk Manager.
- Assists with insurance bid process with outside insurance vendors.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of state tort law and self-insured guidelines.
- Knowledge of basic insurance principles.
- Knowledge of claims processing principles and practices.
- Knowledge of loss control investigative procedures.
- Knowledge of risk transfer techniques.
- Knowledge of blanket accident coverage.
- Ability to climb stairs to reach remote locations (roofs, mechanical rooms, penthouse, etc.)
- Ability to walk one to two miles per day.
- Ability to communicate effectively verbally and in writing.
- Proficiency with word, spreadsheets, and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in business or a related field and two years of supervisory/management experience; 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.