

CLASS CODE: .....0462  
POSITION #:(NUNC).....106880  
DEVELOPED BY: .....JWV  
REVIEWED BY: .....SG  
APPROVED BY: .....LK  
DATE: ..... 8/20/10

**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 Governors for Higher Education.

Serve as the contact person for insurance company representatives and/or attorneys regarding matters of risk management and insurance.

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 response to insurance inquiries.

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

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:**

ACSR Insurance Certification desired pre- or post-employment. Valid driver's license.

**QUALIFICATIONS:**

Required: Bachelor of Science 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; knowledge of federal, state, and local loss prevention regulations; strong computer skills, especially the ability to use spreadsheet and financial reporting applications; excellent oral and written communication skills, and interpersonal skills.

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