Job Title: Manager, Risk and Insurance

BCAT Code: 09NX35         Effective Date: April 1, 2007
Pay Grade: G16       FLSA Status: Exempt        Revision Date: July 1, 2013

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 concerning property, liability, broad form, employee dishonesty, monies and securities.
- Monitors and makes recommendations for commercial coverage for special events and international and 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 the loss control and claims processing.
- Meets with staff and discusses strategies or process improvements.
- Manages the Safety and Risk Management Information System (SARMIS).
- Develops and directs the production of risk management queries and reports.
- Presents loss control training for faculty and staff.
- Designs and develops additional multi-media training modules.
- Determines the amount of reserves to be budgeted for receivables.
- Develops new methods for tracking reserves and account utilization.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of state 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.
- Knowledge of word processing, spreadsheets, and database programs.
- Ability to walk one to two miles per day.
- Ability to communicate effectively verbally and in writing.
- Ability to climb stairs to reach remote locations, such as roofs, mechanical rooms, penthouse, etc.

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 related 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.