Georgia State University

Job Specification

Job Title: Risk Management Analyst

BCAT Code: 09LX50  Effective Date: March 27, 2013
Band/Zone: G20   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides business analysis and assists with building risk models to promote efficiencies and maintain maximum protection of the University’s assets, and provides enterprise risk-related support to other departments in the University.

Examples of Duties
- Performs the business analysis of complicated data to assist with financial management.
- Assists the Director with developing and implementing annual enterprise risk management plans for the University, and to promote an institutional culture of enterprise risk management.
- Meets with the assigned colleges and/or divisions semi-annually to assess and build risk models, and to promote efficiencies and maintain maximum results.
- Assists the Director in establishing policies and procedures for the unit.
- Assists with preparing reports to present analysis results to the University Administration Council and the Board of Regents (BOR).
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of related federal, state, Board of Regents (BOR), and University policies and procedures.
- Knowledge of computer operations, such as word processing, spreadsheets, and database programs.
- Effective time management, customer service, analytical, and organizational skills.
- Ability to communicate effectively verbally and in writing.
- Ability to multi-task and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and seven years of related experience; or a combination of education and related experience. Master’s degree preferred.

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.

Office of Human Resources
Classification Section