Job Title: Coordinator, Risk and Insurance

BCAT Code: 09NX38  Effective Date: April 1, 2007
Pay Grade: G14   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Reports to the Director of Safety and Risk Management on the management of insurance, health, and safety programs of the University, and on risk management activities that reduce personal, property, and financial losses to the institution.

Examples of Duties
- Identifies and analyzes loss exposure to the University; reviews legal contracts; advises project managers on safety and liability issues.
- Works closely with Legal Affairs and other departments.
- Reviews projects and programs for the University community; makes recommendations to reduce or eliminate the potential of financial, property, and human loss, such as the insurance coverage and limits to financial risk, processing changes that eliminate or reduce the risk, purchasing and coordinating insurance coverage with commercial brokers and insurance companies.
- Administers the University recovery account, such as setting a budget of 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 self-insured policies for insurance lines not limited to property, liability, employee dishonesty, special coverage, and vehicles, such as selecting and purchasing adequate insurance limits for the University to reduce uninsured losses, coordinating insurance claims with departments that have suffered losses, and working with the Department of Administrative Services (DOAS) Risk Management division.
- Represents Georgia State University (GSU) on issues pertaining to risk management and insurance with the State of Georgia, its representatives, the GSU community, and third-party claimants.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the insurance process, working knowledge of the insurance and safety fields.
- Knowledge of Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), Environmental Protection Agency (EPA), Nuclear Regulatory Commission (NRC) and state regulations.
- Knowledge of managing a budget and general accounting knowledge.
- Ability to lift up to 50 pounds.
- Ability to climb ladders.
- Ability to walk through University properties while conducting loss control surveys and property evaluations.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience in safety and health management, risk management, or related field; 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.