



Human Resources

Job Title: University Risk & Compliance Manager	FLSA Classification: Exempt
Reports to: <i>Title of the position that the job incumbent reports to</i> Senior Director of Business Services	Location: Main Campus
Department: University Risk & Compliance	Division: Finance & Administration
Employment Category: Full-time	Paygrade: 419

PRIMARY PURPOSE OF POSITION

Reporting to the Senior Director of Business Services, the University Risk & Compliance Manager is responsible for the management and administration of the University Risk & Compliance program, which serves to identify, assess, and manage internal and external risks and vulnerabilities and to ensure the institution's full adherence to the legal, ethical, and regulatory obligations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the university's risk management efforts to align with best practices and institutional risk tolerance.
 - Ensure that risk owners throughout the organization are informed of identified exposures and engaged in risk control strategies.
 - Administer the university's insurance and self-insured retention programs to include the procurement of all university insurance policies, negotiation of annual policy renewal rates, providing underwriting data, and amending coverage as exposures change.
 - Manage university's relationship with Insurance Broker
 - Manage university's relationship with Insurance Carriers
 - Serve as liaison between university and all above entities, manage services provided, and negotiate issue resolution.
 - Manage insurance claims and/or claims against the university that fall under deductible or are part of self-insured retention programs. Initiate, coordinate, and manage all investigational and evaluation activities associated with claim occurrences; manage the process from first notice through settlement. Work with affected third parties, university and third-party insurance carriers, claims adjusters and any contractors or other service providers whose involvement is necessary to make either the university or third-party whole.
- Administer the University Contract Policy to include collaboration with all university contract managers.
 - Provide guidance for the creation of new contracts and agreements.
 - Work with university legal counsel as necessary to craft contract language and review complex contracts.
 - Maintain the University Contract Repository.
 - Administer the University Contract Policy and training program.

- Design and steward effective compliance strategies, systems, and processes to ensure the university's adherence to legal, ethical, and regulatory obligations.
 - Interpret laws, regulations and policies within numerous areas of regulatory risk.
 - Develop and maintain the University Compliance Matrix to document compliance requirements and designated compliance owners.
 - Work closely with university leadership and compliance owners to identify compliance issues and collaboratively develop recommendations and response plans for issues of noncompliance.
- Serve as a liaison with legal counsel; manage the investigation and resolution of legal issues on behalf of campus stakeholders, compliance owners, and others.
 - Provide reports on the status of pending litigation.
 - Serve as a university representative throughout the litigation process and support university students and employees participating in litigation on behalf of the university.
 - Manage the university's legal billing process. Maintain accurate records, coordinate with insurance claims as necessary, and resolve any billing-related discrepancies.
- Maintain the University Risk & Compliance website and all associated resources including forms, waivers, and other documentation.
- Provide 24-hour on-call emergency assistance and consultation.

QUALIFICATIONS

- Bachelor's degree required. Coursework in business administration, risk management, legal studies or related fields required.
- Four years of experience in one or more of the following fields required: risk management, compliance, contract management, business administration, legal support, policy development or insurance claims administration.
- JD, M. Jur., or MBA are strongly preferred. Risk management and compliance certifications preferred.
- Demonstrated ability to effectively design and implement program operations and process improvements; ability to deconstruct complex information and create policies and procedures that are clear, effective, succinct, and sustainable.
- Excellent oral and written communication skills including the ability to communicate complex issues to a variety of stakeholders.
- Excellent organizational abilities; ability to work well under pressure; and ability to manage a number of simultaneous complex projects and facilitate the work of various stakeholder groups.
- Demonstrated ability to advise senior leadership on risk management concerns and compliance risks.
- Ability to work across divisions to create and develop an environment of engagement and awareness of risk management and compliance.

WORKING CONDITIONS

SCHEDULE: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. This position is an essential function position, the individual holding this position provides 24-hour on-call emergency assistance and consultation.

PHYSICAL REQUIREMENTS

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: General supervision is received by the Senior Director.

SUPERVISION EXERCISED: Functional supervision is provided to student worker(s)

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all university information should only be disclosed to others who have a need to know for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of information and data.
- Understanding of state and federal laws related to risk and/or compliance issues affecting institutions of higher education or non-profit organizations. Knowledge of general University, Federal, State and local laws and regulations.
- Is able to promote a culture of awareness and engagement in risk management and compliance issues and lead the university community in the identification, escalation, and timely mitigation of compliance and risk management issues. Operates as the content expert relating to university risk management and compliance issues. Organizes and manages project teams through various efforts to enact or improve risk management and compliance strategies.
- High level of integrity, team orientation, professionalism, and trustworthiness. Places and upholds a high value on ethical standards and treating others with dignity and respect.
- Skilled in developing risk management and compliance related policies and procedures, the development of training materials, and providing training to various audiences.
- Cultivates and maintains consultative relationships with internal and external partners and subject matter experts, leadership, and associated support staff to ensure understanding university risk management and compliance responsibilities and requirements. Serves on various university committees to represent University Risk & Compliance and provide perspective and feedback. Develops and implements proactive customer service and communication strategies, providing for open dialog, delivering timely and relevant information and updates. Able to quickly build strong working relationships and networks in order to support risk management and compliance efforts.
- Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Ability to type, compose and edit correspondence, memos, letters, agendas and reports; revise schedules, forms, reports, records, and other information; prepare statistical information for use in reports.
- Ability to edit work for spelling and grammar, present numerical data effectively, and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engages in personal and campus wellbeing.
- Carry out all responsibilities and objectives in a professional manner.
- Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
- Accept and render constructive criticism in a professional manner.
- Adhere to the policies and procedures established by St. Edwards University.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required. I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>