

## Risk Management and Insurance Director Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=228350>

Downloaded On: May. 8, 2024 12:48pm

Posted Jan. 4, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Risk Management and Insurance Director
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 4, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Legal Services Fiscal Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20000?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20000?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Finance Division is responsible for the treasury, purchasing, budgeting, accounting and risk management functions for the university. The Finance Division and Risk Management & Insurance are responsible for the development and implementation of university policies, procedures and systems established to mitigate and transfer financial risk.

### What You'll Do

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The Risk Management and Insurance Director is responsible for the insurance needs of the university. Works with offices across the university, external resources, and the insurance captive to which the university belongs, to develop and manage the university's insurance portfolio. Responsible for collaborating with and educating the community on risk identification and mitigation.

### Essential Functions:

- Carries out the of purchasing of insurance and development of appropriate risk financing techniques, cost effective insurance policies, and insurance strategies.
- Works with Human Resources, University Counsel, Industrial Hygiene, Lab Safety, and Occupational, and other community groups and various committees to identify risks and assist in the creation of plans for risk mitigation.
- Provides support, education and training to faculty, staff, and students to build risk awareness within the university and provides consultative services on student and student organization activities.
- Oversees day-to-day claims administration including filing property, auto and liability claims, following up with insurance companies, assisting faculty, staff and students with the process of filing claims, obtaining insurance certificates, assisting with worker's compensation, and assessing insurance language in our business contracts.
- Manages the university's relationship with insurance brokers and insurance captives. Reviews and develops contracts, participation agreements, waivers and contract indemnification and insurance language.
- Assists in developing appropriate university risk management policies.
- Manages risk reporting to the Board of Trustees and senior management.

## What We're Looking For

### Basic Requirements:

- Knowledge and skill as typically acquired through completion of Bachelor's degree with 5 -7 years of related experience.
- Experience coordinating an extensive insurance program, acquiring insurance coverage, and handling insurance claims.
- Workers' compensation knowledge and experience.
- Demonstrated vendor management skills.
- Strong interpersonal and communication skills.

### Preferred Qualifications:

- MA, MBA, MPA, J.D, or other relevant advanced degree from an accredited college/university.
- Additional years of relevant risk management experience in higher education at a university (or system) with similar complexity.
- Working knowledge of Commonwealth of Massachusetts liability and tort claims laws and processes.
- Working knowledge of Massachusetts workers compensation processes.
- One or more of the following professional certifications; ARM, CPCU, AU, AIC, CRM

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**Pay Range**

Minimum \$136,200.00, Midpoint \$170,250.00, Maximum \$204,300.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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