

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Risk Manager	Classification: Exempt	LOCATION: Show Low- WMC
MANAGER/REPORTS TO: Vice President for Administrative Services/CFO	OVERTIME ELIGIBLE: NO	# OF DIRECT REPORTS: 1 Manager of Public Safety & Emergency Services

GENERAL STATEMENT OF RESPONSIBILITIES:

The Risk Manager will lead the development and implementation of Northland Pioneer College's (NPC) comprehensive risk management program. This role is crucial in optimizing opportunities and protecting the college from exposure to risks. The position will oversee the college-wide property and casualty insurance program, emergency planning, workplace safety and adhering to insurance compliance issues. Reports to the Vice President for Administrative Services (VPAS).

Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and community members. Employees will follow all NPC policies, procedures and guidelines.

ESSENTIAL FUNCTIONS:

Risk Management Program Development:

- Participates in the purchase of property and casualty insurance coverages. Manages the property and casualty insurance renewal processes. This includes maintaining vehicle inventory, building inventory, and management of the college's motor vehicle records process.
- Serves as administrator of the worker's compensation program with the insurance company. Serve as a liaison between the insurance company and Human Resources gathering accident information and perform investigations as needed. Assist with training related to accident prevention.
- Ensures proper building insurance is in place for new construction projects. Works with Facilities department before and during construction projects to assess effect on campus/personnel pertaining to safety.
- Collaborates with Technology Advancement & Support (TAS) department to assist in the development of policies and procedures related to technology risks.
- Plans, organizes and administers loss prevention and risk control programs. Conducts periodic risk prevention audits. Reviews loss reports on a routine basis and makes recommendations to VPAS.
- Manages, directs, and oversees the investigation, administration and adjudication of property and casualty claims. Works with insurance carriers and legal counsel as needed.
- Oversees, along with the Manager of Public Safety/Emergency Services. the college's Crisis Management and Emergency Management programs into risk management operations.
- Assists in the development, implementation, coordination, delivery and evaluation of emergency response trainings and exercises designed to enhance college preparedness and build resilience for both internal and external stakeholders.
- Provides advice and guidance on risk management and emergency planning matters aligned with the college's strategic goals.

- Promotes employee and public understanding of the risk management and emergency response programs and policies through presentations to internal and external audiences.
- Accumulates & analyzes data; develops comprehensive reports related to risk management and emergency response.
- Participate in professional risk management groups, such as the University Risk Management and Insurance Association (URMIA) and the Community College Risk Managers Group.
- Develops and manages program budget.
- Serves on a variety of internal committees. Leads risk and/or safety-related committees.
- Leads and mentors' staff, fostering professional development and a proactive approach to risk management.
- Performs other tasks of a similar nature or level as assigned.

STANDARD COMPETENCIES:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint), Adobe Products (Docu-Sign/E- Sign), Google Applications (Drive), WebEx, Zoom, and various other Microsoft 365 programs. Use of office equipment.	Intermediate
Communication	Excellent communication and presentation skills, with a customer-focused approach	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take-action.	Intermediate
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions.	Basic
Risk Management	Risk management experience, including performing assessments and audits, designing controls, and prioritizing risks. Strong understanding of regulations and compliance requirements relevant to universities.	Advanced
Analytical	Ability to analyze complex data and situations to spot potential risks and develop effective solutions	Advanced

MINIMUM QUALIFICATIONS:

- Associates degree with ten years of any combination of professional level risk management, property and casualty insurance, loss control, emergency planning and training, or emergency management and operations experience.
- Valid driver's license.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Risk Management, Business Administration, Finance, Public Administration, or a related field.
- Five years of any combination of professional level risk management, property and casualty insurance, loss control, emergency planning and training, or emergency management and operations experience.
- Risk Management designation from nationally recognized organization, such as Associate in Risk Management (ARM) or Certified Risk Manager (CRM).

BENEFITS:

Based on College Procedure employees may be eligible for up to:

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days of Spring Break Leave
- 10-20 Days of Annual Leave (depending on service length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long-Term Disability Insurance