

Job Description

Job Title:	Assistant Director, Systemwide Risk Management
Job ID:	1013126
Location:	Downtown Long Beach
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

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Chancellor's Office Statement

Join our team at the California State University, Office of the Chancellor, and make a difference in providing access to higher education. We are currently seeking experienced candidates for the position of Assistant Director, Systemwide Risk Management. The CSU Chancellor's Office, located on the waterfront adjacent to the Aquarium of the Pacific in downtown Long Beach, is the headquarters for the nation's largest and most diverse system of higher education. The CSU Chancellor's Office offers a premium benefit package that includes outstanding vacation, health, and dental plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

Salary

Commensurate with qualifications and experience.

Position Information

The California State University, Office of the Chancellor, is seeking an Assistant Director, Systemwide Risk Management (SRM) to assist the Director, Systemwide Risk Management (SRM) in the management of day-to-day risk management operations of the CSU. Working closely with the Director, SRM, the incumbent assists in developing and managing comprehensive risk management initiatives and insurance programs for the system. This position is responsible for ensuring systemwide risk management programs are clearly communicated and understood at the campus and auxiliary level, and for providing proactive measures and services / products to all CSU campuses and auxiliaries, as well as coordinating with the California State University Risk Management Authority (CSURMA) and the Auxiliary Organizations Risk Management Alliance (AORMA).

Responsibilities

Under the general direction of the Director, Systemwide Risk Management, the Assistant Director, Systemwide Risk Management will:

- Participate in, contribute to, and/or lead various committees, including but not limited to: affinity groups, academic affairs working committees, and various ad hoc project groups.
- Specifically, manage and coordinate the CSU WERCS affinity groups, attending the group meetings, preparing agendas and minutes for the quarterly WERCS EC meetings (Chairs and Co-chairs of the 5 groups - Business Continuity, Environmental Health and Safety, Emergency Management, Risk Management, and Workers Compensation); assisting the groups in holding meetings when there is a vacancy in the chair position; and assisting the groups in setting up special workshops or in-face meetings.
- Perform high-level and specialized functions involving the analysis, interpretation, integration, compilation, application, and presentation of complex data and information, including but not limited to, the CSURMA and AORMA insurance programs, systemwide claims data, systemwide unemployment insurance costs, industry/university risk exposure data, committee projects, and financial/accounting and budget calculations.
- Specifically, learning and becoming familiar with the various claims systems (iVOS, ViaOne, Equifax UI system, CWCI reports, and any other risk information management system that may be developed), running reports and developing charts and graphs from the system data, which can be used for the SRM

- Annual Report, executive management reporting, and providing information to stakeholders as needed.
- Provide oversight of the general liability administrative functions, which includes reviewing and assisting in running iVOS claims reports (quarterly, annually, special reports).
 - Assist the Director, SRM in the development of systemwide audit responses and provide assistance in executing and implementing the tasks addressed in the audit.
 - Assist the Director, SRM in the research, development, coordination, planning, communication, and execution of professional risk management and CSU campus specialized training opportunities for the CSU WERCS affinity groups, other CSU departments, staff and students, and executive team.
 - Develop the program for the SRM Fitting the Pieces Together Conference in collaboration with the CSU WERCS groups and the Director, SRM. Identify and contact the potential speakers and work with the Administrative Analyst to plan the conference.
 - Assist the Director, SRM in developing communications to promote risk awareness and mitigation efforts, coordinating and working with Professional Development, EHS Manager, CO Emergency Manager, and the CSURMA Program Manager (Alliant).
 - Manage the SRM project lists by meeting with the EHS Manager on EHS initiatives and updating the SRM project list with the Director on a monthly basis.
 - On a day-to-day basis, respond to questions and issues that arise within the CO or from campus concerns, by gathering information, meeting with involved parties and working to resolve any unusual challenges.
 - Oversee the design, enhancements, additions and changes to SRM's websites and CSYou (internal) sites, giving direction to staff on content and design.
 - Assist the Director, SRM with the oversight of risk management vendors, including program administrators, claims administrators, brokers, consultants and service providers.
 - Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and monitoring best practices.

Qualifications

This position requires:

- A Bachelor's degree required, preferably in a business related field of study
- At least 5 years risk management experience, with a demonstrated understanding of risk management principles, insurance/underwriting and business management.
- Experience in planning, conducting and leading meetings
- Demonstrated ability to lead and direct projects to completion
- Management and supervisory skills, including workload planning, time management and personnel management
- Proficiency with office computer systems (Excel, Outlook, Word, PowerPoint) and preferred specialized systems (iVOS Claims, database, accounting)
- Ability to travel by air/car/train and overnight as necessary to perform duties
- Ability to collaborate, good attitude and ability to work with others
- Work in a dynamic organizational environment with substantial workload requirements
- Possession of a valid California Driver's License

Preferred Skills:

- Advanced degree preferred
- Experience in mediation and settlement of claims is preferred.
- Possession of the designation of Associate in Risk Management (ARM) or other insurance designations preferred (AIC, WCCA, CPCU), or a willingness to pursue such designation(s).
- Experience with higher education institutions preferred
- Public speaking experiences preferred

Application Period

Resumes will be accepted until August 25, 2017 or until job posting is removed.

How To Apply

To apply for this posting:

Step 1: Click 'Apply Now' at the bottom of the screen

Step 2: Login or Register (Create Username and Password)

Step 3: Select to apply with resume

Step 4: Upload one file containing resume. If you would like to include a cover letter, please include it with the resume in one document.

Step 5: Provide contact information and verify application information.

Step 6: Click 'Submit'

Equal Employment Opportunity

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose by contacting the Senior Human Resources Manager.

E-Verify

This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS) in partnership with the Social Security Administration (SSA).

If hired, you will be required to furnish proof that you are legally authorized to work in the United States.

Mandated Reporter Per CANRA

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Conflict of Interest

The duties of this position will include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Background

The Chancellor's Office policy requires that the successful candidate complete a full background check (including a criminal records check) prior to assuming this position.

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