



JOB INFORMATION

Job Code:	119040
Job Title:	Risk Management Coordinator
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	7 Individual Contributor

JOB SUMMARY

Responsible for providing coordination and administrative support to Risk Management and Insurance department operations. Assists with incident review, vendor waivers, insurance renewal, vehicle fleet safety, executive auto policy management, and various other departmental functions.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	in risk management, working with and analyzing data, identifying patterns and trends
	X	5 years	in risk management, working with insurance claims.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		General insurance claim process knowledge.
X		Extensive administrative experience, with demonstrated attention to detail, and excellent organizational, interpersonal, and written and oral communication skills.
	X	Comprehensive understanding of RMIS and any other relevant programs.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Analyzes selected incident reports from business units across campus and investigates as needed, maintaining all information using risk management information systems (RMIS). Ensures compliance with the university's vehicle/driver requirements post-accident. Supports risk management audit/inspection activities and compliance with risk management policies.				
Administers and maintains certificates of insurance as needed, and performs claims management for selected lines of insurance coverage. Assists with RMIS management for report generation, and supports the management and administration of various property and casualty insurance programs, documents, and policies.				
Maintains list of all university drivers on the university Employee Pull Notice (EPN) program. Reviews university drivers' motor vehicle reports, assessing daily alerts provided by outside vendors and sharing information with business units, as needed.				
Provides project support with administrative needs (e.g., managing and maintaining RMIS), and assists with the preparation of insurance renewal applications. Updates and maintains schedules for insurance policies and renewals, in coordination with business partners to maintain schedules.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.