

ROBERTS WESLEYAN UNIVERSITY

JOB DESCRIPTION

JOB TITLE

Risk Management & Compliance Manager

DEPARTMENT:

Finance

REPORTS TO

CFO & VP for Innovation &
Organizational Effectiveness

WRITTEN

October 2025

STATUS

Part-Time, 24–30 hours per week

JOB OBJECTIVE: The Risk Management & Compliance Manager is a key role within the CFO's office and Finance Department, with responsibility for enterprise risk management, insurance/workers' compensation, contracts and assistance with legal affairs for Roberts Wesleyan University. This position contributes to compliance, audit and reporting activities. This position also has oversight for several auxiliary functions. The Risk Management & Compliance Manager collaborates and works cooperatively with many offices and departments throughout the University to ensure that our institution is meeting all requirements for Title IX, NYS Education Law 129A & B (Enough is Enough), Clery Act, and Drug Free Communities Act of 1989 (DFCA).

JOB RESPONSIBILITIES:

RISK MANAGEMENT

- Lead efforts with existing insurance brokers to develop and implement a strategic risk management program to ensure policies and practices mitigate risk exposure, are aligned with strategic efforts and support compliance with regulatory requirements.
- Generate and maintain updated Risk Register in conjunction with President's Cabinet and Board of Trustees.
- Liaison with campus departments to provide advice in the implementation of risk management strategies and loss control techniques.
- Coordinate and Chair the Safety Committee with responsibility to manage the institution's efforts to identify, evaluate and mitigate operational risk.
- Analyze data in terms of understanding and identifying trends, develop and implement effective risk control programs to mitigate exposure.

COMPLIANCE

- Monitor annual & biennial requirements such as the Climate Survey, DCFA Biennial Review, and annual updating and posting of the Annual Security and Fire Safety (Clery) Report.
- Ensure all required statistics are forwarded to the New York Education Department and the United States Education Department by established deadline.
- Annually solicit appropriate faculty and staff to collect data and details on ALL off-campus locations used by RWU for educational purposes as required by the Clery Act.
- Solicit the local law enforcement agencies for all off-campus locations used for crime statistics.

INSURANCE & PROPERTY MANAGEMENT

- Lead person to direct annual insurance program to include (Professional & General Liability, Umbrella, Excess, D&O, Educator's Legal, Fiduciary, Crime, Property, Cyber, Auto, Kidnap and Ransom)
- Evaluate institutional policy and procedures with respect to carrier exposures and provide recommendations for areas for improvement.
- Serve as the liaison with insurance brokers, carriers, and attorneys on all insurance matters, including claims resolution and subrogation.
- Coordinate the investigation of loss control activities on campus claims through negotiation, mediation to resolve claims and lawsuits.
- Liaise between departments to review insurance requirements for contracting, special events, and other insurable risks.
- Coordinate annual audits for out-of-state workers compensation and auto insurance policies
- Manage University leased properties and oversee landlord/tenant relationships.

WORKERS' COMPENSATION

- Oversee administrative direction of the program within a self-insured trust.
- Direct efforts to improve employee work safety efforts to reduce frequency and severity of claims as guided by the Minimum Loss Standard Prevention (MLSP) guidelines and best practices initiatives.
- Maintain relationships with the Trust, Third Party Administrator (TPA) and legal counsel to resolve open claims.
- Active member of the quarterly Trust meetings. Participate on the Underwriting Committee.
- Campus coordinator for periodic workers' compensation gap analysis audits.
- Analyze data to identify loss trends; develop and implement effective safety controls to address identified loss trends.
- Oversee site visits with Workers' Comp Trust Loss Control Specialist and partner with internal departments to mitigate concerns.

CONTRACTS & LEGAL

- Analyze proposals and contracts between the University and outside vendors to resolve contract vulnerabilities and minimize risk to the University, ensuring consistent legal language and balanced representation of both parties.
- Coordinate University's response to subpoenas, litigation and requests for legal documents not pertaining to employment law.
- Maintain an appropriate system to review and renew contracts as needed.
- Engage relevant stakeholders to negotiate decisions that minimize potential losses and/or benefit the institution.
- Maintain awareness of and conduct research and analysis regarding upcoming legislative issues.

AUXILIARY SUPPORT

- Oversee Bookstore Committee; liase with Bookstore related to contractual and operational issues.
- Participate on Advisory Committee of the RWU Community Theatre.

OTHER

- Participate on the following institutional teams: Emergency Response Team; Safety Committee; Global Education; Health Care Task Force, Institutional Review Board, General Data Protection Regulation (GDPR) team, Driver Review Board, Bookstore Advisory Committee, and Staff Leadership.
- Coordinate with the Finance Team (Controller and Budget Director) related to budget and audit support related to areas of responsibility.
- Assist with RFP (request for proposal) processes related to areas of responsibility, as needed.
- Other duties as assigned in support of the CFO.

Minimum Qualifications:

- Bachelor's degree and 4-6 years of experience in enterprise risk management, insurance, related field or equivalent combination of education and experience;
- Strategic thinker who can develop, implement and coordinate prevention programs and services;
- Must have sound judgement, with an open and collaborative style that encourages teamwork and cooperation will all departments;
- Must be able to manage multiple priorities; project management experience preferred;
- Working knowledge of workers compensation and NYS contractual law is a plus;
- General knowledge in OSHA, NYS DOH, NYS DEC, etc., is a plus;
- Strong organizational, interpersonal and communication skills ;
- Requires strong negotiation skills;
- Ability to interact with attorneys to vet contract vulnerabilities;
- Proficiency in Google and Microsoft Office programs; strong spreadsheet skills;
- Must be able to work independently, with minimal supervision and direction.

Level of Supervision: Works independently with minimal supervision.

Directs Work of Others and/or # of Employees Supervised: No direct employee supervision; however, may utilize student workers and/or interns.

Confidential Data: Extreme confidentiality required

Physical job description:

Work performed in a typical office environment. Duties require constant sitting and repetitive motion while using keyboard and phone. Occasional walking, standing and simple grasping. Occasional climbing stairs, touring campus, stooping and reaching. Constant communication using spoken and written means. May be required to lift up to 25lbs.

The approved rate of pay for this position is \$30.00/hr - \$32.00/hr

Benefits: Employees regularly scheduled to work 30 hours per week are eligible for benefits. Positions scheduled for fewer than 30 hours per week are not benefits-eligible.