



**UW SYSTEM ADMINISTRATION  
OFFICE OF RISK MANAGEMENT**

**DIRECTOR OF RISK MANAGEMENT  
Madison, WI**

The University of Wisconsin System is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System institutions' combined headcount enrollment exceeds 180,000, and it confers approximately 36,000 degrees each year. The UW System is comprised of 13 four-year universities. Two of the universities (UW-Madison and UW-Milwaukee) are doctoral degree-granting institutions and 11 are master's degree-granting comprehensive institutions. The UW System is governed by a single Board of Regents comprised of 18 members. The UW System head is the President of the System. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world. Learn more about the UW System at: <https://www.wisconsin.edu/about-the-uw-system/>.

The University of Wisconsin System is seeking a candidate to lead the UW System's Risk Management program. The Office of Risk Management (ORM) is responsible for risk management including assessing risks, transferring risk through insurance, managing workers compensation, environmental health and safety, health and safety and emergency management planning. The Director along with campus risk managers will be responsible for managing risks and losses related to \$18 billion in property and content values, 180,000 students, and university faculty and staff that operate internationally.

The office will be guided by the UW System's Strategic Plan [2020FWD](#), the [CORE](#) project and the strategic goals of Administrative Services. The UW System will also be implementing an Enterprise Risk Management framework. ORM has an experienced staff that operate independently.

ORM and the Office of Procurement report to the Associate Vice President of Administrative Services in University of Wisconsin System Administration. ORM works closely with Risk Managers and other partners at UW System and the UW Institutions on risk issues.

The UW System is part of the State of Wisconsin's Self-Funded Insurance program for Property and Liability and Workers Compensation. The Director will work closely with the Department of Administration and the State Bureau of Risk Management (SBRM). ORM works with the State broker to identify needs and bind insurance coverage for risks specific to the university. ORM is also responsible for managing the insurance and loss prevention premium process for the UW System.

The ideal candidate will have experience in Enterprise Risk Management, Insurance, Health and Safety, Emergency Management, process transformation and change management. This person should have experience in working with data and metrics to assist in managing the risks of the university. The Director will have responsibility for Risk Management strategy, metrics, goals and policy.

**Major Responsibilities**

- Plan and lead Risk Management
  - Develop plans to execute the strategic goals of Administrative Services and ORM.
  - Develop and manage the university's risk transfer program, identifying emerging risks, renewing existing policies while managing the Total Cost of Risk.

- Support the Risk Manager in responding to large property losses or other campuses emergencies.
  - Develop ORM staff through formal and informal training, including membership in professional organizations
  - Manage the property claims program for UW System. Work with the broker and underwriters on key and significant losses.
  - Establish metrics to show progress on goals, measure quality and productivity of work.
  - Promote customer service and responsiveness to the needs of UW System institutions and establish related performance measures.
  - Communicate and work effectively with a range of stakeholders in the UW System, the State's Department of Administration, other state agencies, vendors, and other external entities.
- Liaison to the State's Bureau of Risk Management and other State Agencies
    - Serve on the State's Risk Management Council on behalf of the UW System institutions along with UW Madison's Risk Manager.
    - Work with SBRM on proposed Risk Management policies and procedures at the State level. Recommend new policies or modifications to policies at UW System.
    - Advocate for changes to improve the risk management business processes including claims management and workers compensation.
    - Participate in ad hoc state-wide risk management or policy committees.
- Work in partnership with the State to continuously improve technology that supports Risk Management functions and streamlines business processes, ensuring critical risk management data is available to the university.
- Provide risk related support and guidance to UW institution Vice Chancellors, Risk Managers and other professionals at the UW Institutions.
- Reporting
    - Ensure all regulatory reports are issued on time.
    - Assess current reporting. Develop reports to effectively communicate work of the Risk Management program.

### **Minimum Qualifications**

- Bachelor's Degree or equivalent experience is required
- Five years of leadership experience.
- Five years of Risk Management, Insurance, or Health and Safety experience.
- Strong planning and organizational skills to prioritize multiple projects under pressure and shifting demands to meet critical deadlines
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office.

### **Preferred Qualifications**

**Well-qualified applicants will also have a substantial amount of experience in a combination of the following:**

- Experience with Higher Education or other complex, decentralized risk management environment.
- Demonstrated leadership, customer service, and problem-solving abilities.
- Demonstrated experience with Risk Management technology systems.
- Experience establishing data-driven performance metrics and reporting.

## **Conditions of Employment**

This is a full-time, exempt limited staff position. Salary will be commensurate with the successful candidate's qualifications and experience. UW System employees receive an excellent benefits package. To learn more about the UWSA comprehensive benefit package, please access [ALEX](#), the UW System's on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: [Summary - Faculty, Academic Staff & Limited Appointees](#). Furthermore, the [UW System Total Compensation Estimator](#) is a tool designed to provide you with total compensation information.

Special Note: The UW System conducts criminal background checks for final candidate(s).

## **Application Instructions**

**To ensure full consideration, complete applications must be received by SUNDAY, AUGUST 12, 2018.**

However, applications may be accepted until the position has been filled.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: <https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/>
2. Select the appropriate applicant portal, either [External Applicants](#) or [Internal Applicants](#).
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions, however, when you get to the Resume/Curriculum Vitae step, do the following.
  - a. Click on, "Attach Resume" and upload **one (1) single pdf document** containing **ALL** of the following listed components (failing to include any of the components may disqualify your application).
    - i. Cover letter specifically addressing how your education and experience relate to the position and qualifications described in this job announcement. Be sure to emphasize the areas outlined under "Minimum Qualifications." (2 pages maximum)
    - ii. Comprehensive resume.
    - iii. Reference page containing the names, addresses, e-mail addresses, and phone numbers for at least three professional references with at least one a supervisory reference.
    - iv. A statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. *The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See [Wis. Stat. sec. 19.36\(7\)](#).*
5. You will NOT upload any other documents under the other buttons. All documents must be uploaded as one (1) comprehensive pdf document.
6. Submit your application.

Questions may be addressed to: Wanda Manning, HR Generalist,  
UW System Human Resources, at [wmanning@uwsa.edu](mailto:wmanning@uwsa.edu).

*The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.*