



UNIVERSITY RISK MANAGEMENT &
INSURANCE ASSOCIATION

2008 URMIA Salary and Benchmarking Survey Report

2008 SALARY & BENCHMARKING SURVEY

APPENDIX

SURVEY QUESTIONNAIRE

Section I: Describe your Institution

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1. What is your institution considered?

- State (public) institution
 Private institution
 Combination of both

2. Is your institution:

- Non-profit
 For-profit

3. Does your institution have a religious affiliation?

Choose One...

4. Choose the highest offering that best describes your type of institution:

Choose One...

Size of Institution

Please Note: Campus locations are those used for educational instruction.

5. Number of campus locations in state:

6. Number of campus locations in other states:

7. Number of sponsored international study abroad programs (semester or year long).

8. Number of undergraduate students (FTE):

9. Number of graduate students in all schools (FTE):

10. Number of resident students (FTE):

11. Number of employees (staff and faculty (FTE)):

12. Number of faculty (FTE):

Operations

13. Does your institution have the following: Please check all that apply.

- Significant research operations
 Major doctoral offerings/programs
 Significant patent operations
 A teaching hospital / medical school that is within your risk management program
 Operate an elementary school(s)
 Liberal arts undergraduate
 Operate day care center(s)

14. Does your institution have professional schools? Check all that apply.

- Associate's degree/programs
 Business emphasis
 Fine arts emphasis
 Hospital
 Liberal arts and general
 Medical school
 Law school
 Occupational school
 Other professional school

- Teacher preparatory
- Graduate programs
- Preparatory school Grades 9-12
- High school residential

15. Locale: Is your institution primarily in an area that is:

- Urban (Greater than 500,000 people)
- Suburban/Small city (50,000 - 500,000 people)
- Rural/Small town (Less than 50,000 people)
- Cannot quantify because there are too many locations in different areas

16. When does your institution's fiscal year end?

Choose One...

17. What was the total annual institutional operating budget from the most recent financial report?

\$

18. How frequently does your department meet/make presentations to the Board of Trustees or committee of the Board (or public school equivalent)?

- Annually
- Semi-annually
- Quarterly
- Other
- Not applicable/Never

For questions 19 – 21 please check the box that most accurately describes your department's responsibilities.

- Consider captive insurance as purchasing insurance.
- For the purposes of this survey self insurance means "coverage not purchased".
-

If a line of coverage (e.g. D&O Liability) is included in another line of coverage (e.g. E.L.L) select only the broader line of coverage.

Definitions below refer to questions 19 through 21.

• **Directly Responsible:**

Your department has complete responsibility for the purchase of the coverage. Insurance purchase and negotiation for this coverage is a department function.

• **Team Involvement:**

Your department works with at least one other department to negotiate and purchase the coverage. For example, HR and Risk Management jointly determine the carrier, etc. for the workers' compensation program; Athletics and Risk Management jointly determine the terms for coverage on Sports Accident coverage.

• **Influence:**

Another department is responsible for purchasing and negotiating coverage, but consults with Risk Management for additional information, suggestions, help. For example, Athletics is responsible for the purchase of Sports Accident coverage and asks Risk Management to advise on carriers, limits, etc.

• **NA / No Involvement:**

Another department has responsibility for the purchase of this line of coverage and does not interact with Risk Management on the transaction.

• **Coverage not Purchased:** The institution does not purchase this line of coverage.

19. Purchasing insurance for the institution: what is your department's responsibility?

	Directly responsible	Team involvement	Influence	NA / No involvement	Coverage not purchased
19a. General Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19b. D&O Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19c. Educators Legal Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19d. Professional Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19e. Medical Malpractice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19f. Auto Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19g. Fiduciary Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19h. Excess Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19i. Pollution Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19j. Umbrella Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19k. Other Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19l. Property Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19m. Builders Risk Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19n. Owner Controlled Insurance Program (OCIP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

19o. Fine Arts Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19p. Auto Physical Damage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19q. Crime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19r. Other Property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text"/>					
19s. Workers' Compensation Insurance Primary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19t. Workers' Compensation Insurance Excess	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19u. Workers' Compensation Bond	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19v. Employee Benefits Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19w. Student Health Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19x. Sports Insurance (Varsity, Club)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19y. Other Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text"/>					
19z. Travel Accident Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

20. How does or would your department directly manage claims for the insurance selected in question 19? Please select the options that best describes your practice with regards to how your department would manage the claim. NOTE: Question 20s must be answered regardless of whether you purchase Workers' Compensation Insurance or not.

	Within department	3 rd party administrator	Insurance company handles claims	Other
20a. General Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20b. D&O Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20c. Educators Legal Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20d. Professional Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20e. Medical Malpractice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20f. Auto Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20g. Fiduciary Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20h. Excess Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20i. Pollution Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20j. Umbrella Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20k. Other Liability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>				
20l. Property Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20m. Builders Risk Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Within department	3 rd party administrator	Insurance company handles claims	Other
20n. Owner Controlled Insurance Program (OCIP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20o. Fine Arts Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20p. Auto Physical Damage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20q. Crime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20r. Other Property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>				
20s. Workers' Compensation Insurance Primary	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
20t. Workers' Compensation Insurance Excess	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20u. Workers' Compensation Bond	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20v. Employee Benefits Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20w. Student Health Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20x. Sports Insurance (Varsity, Club)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20y. Other Insurance <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20z. Travel Accident Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. What are your department's other managing responsibilities?

	Directly responsible	Team involvement	Influence	Department not involved	Not applicable to institution
21a. Manage Campus Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21b. Manage Employee Benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21c. Manage Workers' Compensation Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21d. Manage Business Continuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21e. Manage Emergency Response	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21f. Manage a Captive Insurance Company for your institution(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21g. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save and Come Back

Save As Complete

Clear All

Section II: Describe the Risk Management Operation

Institutions where there is no full time risk manager please proceed to the next page.

All consortiums and institutions that have a risk management department with at least one full time person please skip to page 8.

Section II: Describe the Risk Management Operation

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1. Size and scope of risk management department:

- There is no full time risk manager in our institution.
 Risk management has a professional staff of at least one full time person.

2. Do you outsource risk management services to a third party vendor?

- Yes
 No

2a. Please state the name(s) of the third party vendor(s) you use?

3. Is your risk management outsourced through a consortium of schools?

- Yes
 No

4. Do you have a part time risk management professional?

- Yes
 No

4a. What percentage of FT?

 %

5. Is insurance and risk management run by individuals who are professionals in other areas?

- Yes
 No

5a. What department has primary responsibility for insurance?

6. How many people in the institution have some risk management responsibility?

7. Do you have a collaborative risk management team? Please check all departments that provide direct risk management support.

- Not applicable
 Communications
 Computing/IT
 Dean of Faculty/Provost
 Dean of Students
 Dining Services
 Health Services/Counseling
 Human Resources
 Physical Plant/Facilities Management
 President's office
 Public Safety
 Residential Life
 Sponsored Research
 Treasurer/Finance
 Other

8. What is your risk management and/or safety consulting/staff budget from most recent financial report?

\$

9. What is your total annual insurance and related expenses budget from most recent financial report?

\$

[Save and Come Back](#)

[Save As Complete](#)

[Clear All](#)

Section III: Risk Management Staff

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Institutional Insurance/Risk Manager.

Usually this person wears many 'hats' in the institution, one of which is Risk Management. Please indicate responsibilities and compensation information below.

1. What is your Title:

2. Primary Responsibilities: Check all that apply.

- Assistant Treasurer
- Associate General Counsel
- Associate Treasurer
- Controller
- Director of Environmental Health & Safety
- Director of Facilities Management (Physical Plant)
- Director of Public Safety
- Director of Purchasing
- Treasurer
- General Counsel
- Other

3. Percentage of time spent on Risk Management:

 %

4. Please identify the details of your salary and education below: * indicates a required field.

[New Record](#)

Base Salary*:	\$	<input type="text"/>
Bonus Compensation:	\$	<input type="text"/>
Highest Level of Education*:		Choose One...
Certifications: (Check all that apply.)		<input type="checkbox"/> AAM <input type="checkbox"/> CRM <input type="checkbox"/> AIC <input type="checkbox"/> Esq. <input type="checkbox"/> ARM <input type="checkbox"/> J.D. <input type="checkbox"/> ARM-P <input type="checkbox"/> M.B.A. <input type="checkbox"/> CIC <input type="checkbox"/> P.E. <input type="checkbox"/> CPA <input type="checkbox"/> Ph.D. <input type="checkbox"/> CPCU
Years experience in risk management*:		<input type="text"/>
Years experience in higher education risk management*:		<input type="text"/>
Years at this Institution*:		<input type="text"/>
Please click the 'Save' button below to add this employee to this position.		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

[Save and Come Back](#)

[Save As Complete](#)

[Clear All](#)

Section II: Describe the Risk Management Operation

The following pages are for all consortiums and institutions that have a risk management department with at least one full time person.

Section II: Describe the Risk Management Operation

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1. Size and scope of risk management department:

- There is no full time risk manager in our institution.
 Risk management has a professional staff of at least one full time person.

2. Where/who does risk management report to?

Choose One...

3. Do other departments report to Risk Management?

- Yes
 No

3a. What departments?

- Environmental Health & Safety
 Public Safety / Campus Police
 Other

4. How many people are there in your department?

5. How many FTE's are there in your department?

6. If you have multiple campuses please tell us how you are structured:

Choose One...

7. Does your institution belong to a consortium for risk management services or insurance purchases?

- Yes
 No

7a. Are your risk management services directly provided as part of a consortium?

- Yes
 No

8. What is your department staff budget?

\$

9. What is your department's insurance costs and operating budget?

\$

Save and Come Back

Save As Complete

Clear All

Section III: Risk Management Staff

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Department Staff

A few words about the Position Definitions and the Salary Survey:

- URMIA chose in the survey development process to use the RIMS survey definitions in order to have comparability with the RIMS surveys.
- Please choose the category that best describes the majority of your work. For example, most of the work done by a Loss Control Manager or EH&S Officer would fall under "Safety Manager". If you are part Claims Analyst and part Risk Management Analyst, choose the position you spend most of your time in.
- The difference between an "Enterprise-wide Risk Management Professional" and an "Insurance and Risk Management Professional" is that the Enterprise-wide Risk Management Professional works for an institution that has adopted an ERM structure and performs risk assessment and management on financial risks such as endowment investment as well as insurance related risk management, whereas the Insurance and Risk Management Professional works for an institution that has not implemented an ERM structure.
- If you have a vacant position, please do not enter zeros for the salary. Please enter the median salary offered for the position.
- For a description on each position, please click on "Definitions" in the left menu bar or click on "positions" in the question below.

1. What **positions** are in your department (check all that apply)

- Administrative Assistant
- Business Continuity Specific Manager / Emergency Response Specialist
- Claims Analyst
- Claims Manager
- Employee Benefits Manager
- Enterprise-wide Risk Management Professional
- Institutional Insurance/Risk Manager
- Insurance and Risk Management Professional
- Insurance Management Professional
- Risk Management Analyst (Enterprise-wide)
- Risk Management Analyst / Support Staff
- Safety Manager
- Workers' Compensation Claims Manager

Compensation and Education

Please identify the details of your department's compensation and education by completing one job position at a time. * indicates required fields.

Be sure to enter all information before clicking "Save" within the record box or data may be lost. Once a particular employee's record is saved, you may edit or delete it at any time.

If there is more than one employee with the same position title please click the "Add" button after saving a position to add another employee's salary record. To view multiple salary records under one position, click on the "Prev" and "Next" links at the bottom of the record box.

Important: Please save using the red buttons at the bottom of the page before navigating away from this page.

Administrative Assistant

[New Record](#)

Base Salary*:	\$	<input type="text"/>
Bonus Compensation:	\$	<input type="text"/>
Highest Level of Education*:		Choose One...
Certifications: (Check all that apply.)		<input type="checkbox"/> AAM <input type="checkbox"/> CRM <input type="checkbox"/> AIC <input type="checkbox"/> Esq. <input type="checkbox"/> ARM <input type="checkbox"/> J.D. <input type="checkbox"/> ARM-P <input type="checkbox"/> M.B.A. <input type="checkbox"/> CIC <input type="checkbox"/> P.E. <input type="checkbox"/> CPA <input type="checkbox"/> Ph.D. <input type="checkbox"/> CPCU
Years experience in risk management*:		<input type="text"/>
Years experience in higher education risk management*:		<input type="text"/>
Years at this Institution*:		<input type="text"/>

Please click the 'Save' button below to add this employee to this position.

Business Continuity Specific Manager / Emergency Response Specialist

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*:

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Claims Analyst

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*:

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Claims Manager

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*:

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Employee Benefits Manager

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*:

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Enterprise-wide Risk Management Professional

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*:

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Institutional Insurance/Risk Manager

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*:

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Insurance and Risk Management Professional

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*:

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Insurance Management Professional

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*:

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Risk Management Analyst (Enterprise-wide)

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*:

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Risk Management Analyst / Support Staff

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*: Choose One...

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Safety Manager

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*: Choose One...

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Workers' Compensation Claims Manager

[New Record](#)

Base Salary*: \$

Bonus Compensation: \$

Highest Level of Education*: Choose One...

Certifications: (Check all that apply.)

<input type="checkbox"/> AAM	<input type="checkbox"/> CRM
<input type="checkbox"/> AIC	<input type="checkbox"/> Esq.
<input type="checkbox"/> ARM	<input type="checkbox"/> J.D.
<input type="checkbox"/> ARM-P	<input type="checkbox"/> M.B.A.
<input type="checkbox"/> CIC	<input type="checkbox"/> P.E.
<input type="checkbox"/> CPA	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> CPCU	

Years experience in risk management*:

Years experience in higher education risk management*:

Years at this Institution*:

Please click the 'Save' button below to add this employee to this position.

Save and Come Back

Save As Complete

Clear All

Definitions and Acronyms

URMIA

- [Edit Account](#)
- [Logout](#)

- URMIA chose in the survey development process to use the RIMS survey definitions in order to have comparability with the RIMS surveys.
- Please choose the category that best describes the majority of your work. For example, most of the work done by a Loss Control Manager or EH&S Officer would fall under "Safety Manager". If you are part Claims Analyst and part Risk Management Analyst, choose the position you spend most of your time in.
- The difference between an "Enterprise-wide Risk Management Professional" and an "Insurance and Risk Management Professional" is that the Enterprise-wide Risk Management Professional works for an institution that has adopted an ERM structure and performs risk assessment and management on financial risks such as endowment investment as well as insurance related risk management, whereas the Insurance and Risk Management Professional works for an institution that has not implemented an ERM structure.

Administrative Assistant

Performs standard and advances secretarial services. Receives visitors, reads and distributes mail, takes and transcribes dictation, makes travel arrangements and reservations, schedules appointments for supervisors, and answers telephone, taking and relaying messages. May perform more advanced services, including Web support, data-base support and other computer based reporting and support.

Business Continuity Specific Manager / Emergency Response Specialist

Leads institution-wide contingency planning and business continuity efforts. Establishes a framework and methodology for completion of contingency plans by individual departments as applicable. Coordinates training, communication and testing of plans. Frequently has a background in IT, audit, or control and may be working on professional certification in this field. Designs, builds, and implements standard Risk Assessment, Business Impact Analysis and other Business Continuity tools and capabilities. Drives and delivers effective Business Continuity strategies and support to, and in time of disaster, recover the institution's critical business and academic functions. Directs the continuous and regular validation and testing of documented Business Continuity plans.

Claims Analyst

Reviews first and third party claims for irregularities, accuracy and completeness. Requests additional information, where necessary, for completeness of claims processes. Reviews claims for eligibility. Maintains updated records and provides required reports. Assists in claims cost control. Performs the design, analysis and delivery of claims data. May contact individuals about their claim and provide information about available benefit/s. Handles mostly routine, non-complex claims but may handle more complex or litigated claims with limited settlement authority.

Claims Manager

Mitigates an institution's exposure to risk by formulating, developing and coordinating all claims related activities and by resolving bone-fide claims at the least possible costs through various risk transfer techniques. Directs a program to: ensure the proper and efficient handling of claims, gather data on claims for both record keeping and loss forecasting purposes; estimate the financial value of claims. Also responsible for post loss reduction techniques such as salvage, subrogation and rehabilitation.

Employee Benefits Manager

Responsible for the direction and management of the institution's employee benefits program. Develops and administers plan through coordination with professional consultants and technical experts in the legal, medical, actuarial, accounting, financial, economics, labor relations and communications disciplines. The benefits program administration includes designing and financing the plans, controlling costs, communicating benefits to employees and keeping abreast of government legislation affecting employee benefit plans.

Enterprise-wide Risk Management Professional.

This is the individual accountable for all forms of risk management within the institution. This person is not usually the VP for Finance & Administration, Legal Counsel or other officer unless they spend more than 50% of their time directly involved in, or is accountable for, risk management activities/issues affecting the institution. This person is accountable for strategic objectives, ensuring effective enterprise-wide risk management for the institution, and supervising or directing other risk stakeholders. This person is responsible for the process of identifying, assessing, measuring, reporting on, and monitoring more than insurable or hazard risks (which should include the following: hazard risk, operational risk, business risk and possibly finance risks), developing reports and plans, analyzing risk/insurance problems, and defining and/or overseeing the implementation of risk solutions that help optimize operations.

Institutional Insurance/Risk Manager

(This applies to institutions that do not have a full time risk manager. Usually this person wears many 'hats' in the institution, one of which is Risk Management.)

Risk Management responsibilities may include directing the purchase of insurance programs, management of insured claims and loss control activities, management of relationships with third party providers including brokers, insurers, and other TPAs, preparing loss analyses and budgets, recommending solutions, implementing approved programs, promoting loss prevention, updating and monitoring compliance with insurance procedures and managing safety/risk management manuals.

Insurance and Risk Management Professional.

This is the highest insurance and risk management position in the institution, with authority to make decisions on major risk management issues affecting the institution. This person is not usually the VP for Finance & Administration, Legal Counsel or other officer unless they spend more than 50% of their time directly involved in, and accountable for risk management activities/issues affecting the institution. This person is accountable for strategic objectives, supervising or directing other risk stakeholders, and the process of identifying, assessing, measuring, reporting on, and monitoring more than insurable or hazard risks (which should include the following: hazard risk, operational risk, business risk and possibly finance risks). This person is responsible for developing reports and plans, analyzing risk/insurance problems, and defining and/or overseeing the implementation of risk solutions that help optimize operations.

Insurance Management Professional.

Responsibilities include: directing the purchase of insurance programs; management of claims and loss control activities; management of relationships with third party providers including brokers, insurers, and other TPAs; preparing loss analyses and budgets; recommending solutions; implementing approved programs; promoting loss prevention; updating and monitoring compliance with insurance procedures; managing safety/risk management manuals.

Risk Management Analyst (Enterprise-wide)

Supports the risk manager regarding all aspects of the enterprise-wide risk management program. Responsibilities include facilitating the identification of risks throughout the institution, developing information on, reporting on and monitoring risk management issues throughout the institution, and developing methodologies for the assessment of risk throughout the institution.

Risk Management Analyst / Support Staff

Supports department manager in all aspects of insurance programs. Responsibilities include compilation of underwriting information and coverage placement, claims administration, loss forecasting, and analysis to aid in loss reduction. Other task as may be assigned by the department manager.

Safety Manager

Formulates, develops and coordinates all safety and loss control functions of the institution. Designs and directs a program to reduce accidents, occupational illness, and exposure to long term health hazards through safety training of all managers, planned inspections, skill training, first-aid care, emergency preparedness, proper job instruction, new employee indoctrination, physical protection, planned job observation, rules and practices, job analysis/procedures, disposal procedures, and protective equipment. Maintains compliance with governmental regulatory agencies. Responsible for identifying causes of past job accidents.

Workers' Compensation Claims Manager

Manages accountability in the administration of first and third party workers' compensation claims. This person manages domestic and/or international claim management strategies critical to the institution's success. Understands and operationalizes programs, policies and procedures for: reporting, investigation and analysis; litigation management; resolution/outcome management; and the delivery of claims information. Manages litigated and moderately complex claims and is entrusted with significant settlement authority. Understands and communicates claims management philosophy and strategy to departments and, if applicable, other campus or other operations. Builds, maintains and manages relationships with claims adjusters, insurers, outside legal counsel and other claims related parties. Operationalizes the design, analysis, and delivery of claim information, which influence risk management behavior through performance metrics and benchmarking.

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