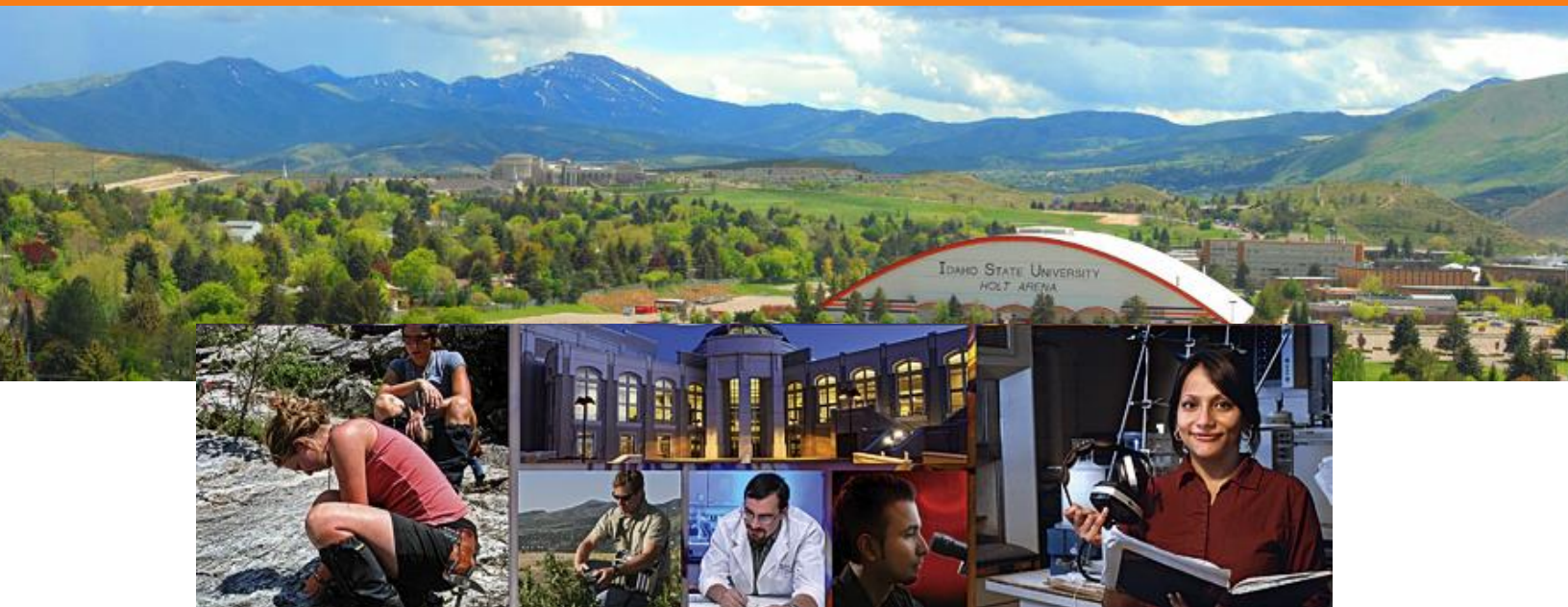


**Idaho State University  
Pocatello, Idaho**

**Position Specifications  
Risk Manager/Assistant Compliance Officer**

**January 2014**

**Prepared by:  
Summit Search Solutions, Inc.**



**Idaho State**  

---

**UNIVERSITY**

[www.isu.edu](http://www.isu.edu)

## THE INSTITUTION

---

### Overview:

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit <http://isu.edu>. For further information on the University's strategic plan, vision, and mission; click here: <http://www.isu.edu/president/pdf/Strategic-Plan.pdf>

**Location:** Pocatello, Idaho

## THE OPPORTUNITY

---

### The Position:

In an effort to enhance campus risk management and compliance activities the **Risk Manager/Assistant Compliance Officer** will review, negotiate and recommend approval of all University loss prevention insurance purchases while establishing and implementing risk management policies and procedures. He/she will evaluate risks and non-compliance, conduct investigations, identify and provide advice to management on potential sources of loss as well as determine and implement strategies for loss prevention. Additionally, he/she will oversee administration of claims handling and investigation analysis reporting for claims by, and against the University as well as perform review of expenditures related to loss prevention insurance or self-insurance programs.

The Risk Manager/Assistant Compliance Officer will report to the University's General Counsel while supervising an Assistant Risk Manager/Workers Compensation Coordinator.

### Specific Responsibilities:

- Oversees processing of all property and liability insurance claims, obtains all pertinent information, and conducts investigations as needed in order to provide prompt service to University departments and non-University entities and/or individuals.
- In conjunction with legal counsel and related offices, conducts administrative investigations and ongoing compliance monitoring activities in coordination with other University compliance and operational risk assessment functions.

- Identifies and analyzes potential hazard/loss exposures through surveys, inspections, reports, investigations, audits, etc., to develop a means of improving the University's experience against loss.
- Evaluates risk, develops and implements strategy to safeguard the assets of the University; handles general, professional and other liability claims against the University, including notifying appropriate insurers, establishing reserves as appropriate, conferring with legal counsel, and assisting in the negotiation of settlements.
- Makes claims against property and other insurers on behalf of the University and assists in making recoveries from people who damage University property; assists with the allocation of insurance costs and/or self-insurance costs, whenever appropriate, to departments within the University.
- Oversees the reporting of University property and equipment value to insurers; provides periodic reports to administration regarding aspects of University risk management and loss prevention programs, including identified areas of risk, loss, inefficiency, and non-compliance; maintains awareness of legislative activities affecting risk management and recommends University actions related to such legislation.
- Reviews major leases, related contracts, proposed policies, programs, and affiliation agreements from a risk management point of view to ensure an effective loss prevention and loss control program is established and maintained.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field. Master's degree preferred in business or a related field and/or a Juris Doctorate. An advanced degree may be considered in place of minimum years' experience requirement.
- Preference may be shown for demonstrated work experience in an academic setting and/or professional certification in the fields of risk management, accounting, auditing, and/or property/casualty underwriting.
- Seven years' related experience that includes exposure to conducting investigations, audit practices, human resource management and applicable law; working knowledge of risk management insurance principles desirable.
- Effective oral and written communication skills.
- Commitment to providing excellent customer service to the University community and administration.

*Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. We believe that promoting diversity and a respectful work and learning environment is a key component to preparing our students for success in a global economy. We strongly encourage applications from candidates who share these values.*

## PROCEDURE FOR CANDIDACY

---

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following link to apply and submit your CV/resume:

**Apply Now**

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=3447151&portalID=5652>

### For nominations or further information:

**Beth Baldino**

Senior Consultant

Summit Search Solutions, Inc.

Direct: 828-645-8967

Toll Free: 800-901-8575 ext. 104

[bbaldino@summitsearchsolutions.com](mailto:bbaldino@summitsearchsolutions.com)

**Carrie Coward**

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

Mobile: 828-280-6980

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on presidents/chancellors; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including advancement, student affairs, finance, enrollment, financial aid, technology, risk/compliance, and human resources. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.



## POCATELLO AND SOUTHEAST, IDAHO

---

Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

*Interesting facts about Pocatello and Idaho: (information taken from <http://www.visitidaho.org/moving-to-idaho/> and <http://www.pocatelloidaho.com/pages/LifeinPocatello/>)*

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

*For additional information on Pocatello and Southeast Idaho, please visit:*

City of Pocatello Idaho, <http://www.pocatello.us/>  
 Idaho State Journal (local news), <http://www.idahostatejournal.com/>  
 Visit Pocatello.com, <http://visitpocatello.com/>  
 Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>  
 History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErTg>  
 Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>  
 Bannock County, <http://www.co.bannock.id.us/index.htm>

