

498015 Compliance and Risk Management Specialist (Administrative Program Support 4)

The University of Connecticut seeks to hire a knowledgeable and energetic Compliance and Risk Management Specialist to support Procurement and the University with a primary focus on overall compliance of procurement efforts for all University campuses, including the main campus in Storrs and Regional Campuses.

JOB SUMMARY:

Under the general direction of the Director of Procurement Contracting & Compliance, and/or as instructed by the Associate Vice President (AVP) & Chief Procurement Officer (CPO), this position serves as the Risk Management Liaison with the State Insurance Risk Management Board and be responsible for managing claims and supporting UConn's compliance with the requirements of the State Insurance Risk Management Board and UConn's insurers. The incumbent in this role works on sensitive matters and is expected to maintain a high level of confidentiality. The Compliance and Risk Management Specialist works independently, but within the goals and objectives established by the Director of Procurement Contracting & Compliance, and/or the AVP & CPO in accordance with State and University guidelines.

DUTIES AND RESPONSIBILITIES:

Reviews procurement functions and processes for compliance with University, state and federal laws, policies, and procedures; responds to bid protests and vendor inquiries related to procurement compliance; gathers and evaluates complex information, and prepares reports required for UConn's Board of Trustee committee meetings, i.e. Joint Audit and Compliance Committee, Financial Affairs Committee, and Buildings Grounds and & Environment Committee, as well as required annual reporting efforts and any other reporting requirements for Procurement Attends and supports the Director of Procurement Contracting & Compliance and the AVP & CPO at Committee Executive Sessions, as required; serves as liaison between Procurement and its auditors (University, State of Connecticut, and external), the Office of the General Counsel, the Connecticut Office of the Attorney General, the University's Freedom of Information (FOIA) Officer(s), Office of Audit & Management Services and Office of University Compliance to locate and compile documents responsive to audits, discovery/litigation, FOIA, and other similar requests relating to all University campuses; Reviews prospective UConn vendors and assigned activities to ensure compliance with the Connecticut Code of Ethics and other relevant laws, regulations, policies, and procedures. Additionally, this role interfaces with the State Insurance Risk Management Board and its representatives regarding the adequacy of vendor insurance coverage and claims by and against UConn; reviews and analyzes insurance policies to determine coverage for university business needs; acts as liaison with insurance adjusters, legal counsel, and other organizations/groups as required to resolve claims on behalf of the University; and manages and coordinates all insurance matters, including those arising out of liability claims, property damage claims, etc., to achieve quality results.

MINIMUM QUALIFICATIONS

- Bachelor's degree, preferably in Business Administration, Insurance and Risk Management, or related field and four years of related experience OR Associates' degree in related field and six years of directly related experience in similar environment Eight (8) years of directly related experience in similar environment.
- Knowledge of principles and practices of risk management activities such as risk identification/reduction, loss control, asset protection and employee interests.
- Ability to independently evaluate and analyze data, apply a range of concepts, techniques, and practices to produce reports and carry out technical program objectives.
- Experience reviewing insurance contracts and advocating on behalf of policyholders.
- Excellent written and oral communication skills.
- Strong computer skills.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in related field. degree.
- Knowledge of public procurement processes and requirements.
- Experience and understanding of the general requirements associated with the competitive bidding processes, vendor certifications and required State documentation, and other procurement policies and procedures.
- Experience with KFS or similar electronic financial records system.
- Experience with Jaggaer (SciQuest) or similar eProcurement system.
- Experience with Legal Files or similar contract management system.
- Knowledge of State of Connecticut and federal rules and regulations applicable to the procurement process.
- Member of National Society of Compliance Professionals and/or other professional organization.
- Certificate of Risk Management (CRM).

APPOINTMENT TERMS:

This is a full-time position at the Storrs campus working Monday-Friday 8:30 a.m. – 4:30 p.m. The starting salary for this position will be \$75,000-\$85,000 and will be determined based on the successful candidate's experience and training. The department is currently working under a hybrid work schedule requiring all staff to be on the Storrs campus two (2) days per week and working remotely three (3) days per week. This schedule may change subject to authorization and University policy. This position includes an [excellent benefits package](#) including [medical and retirement](#), as well as employee and tuition waivers at the University of Connecticut. Other rights, terms, and conditions of employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA).

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY

Please apply online at <http://www.jobs.uconn.edu>, Staff Positions, Search #498015 to upload a letter of application, resume and contact information for three (3) professional references. References will not be contacted without prior notice to the successful candidate(s). Screening will begin immediately. For a detailed information about this position and the department, please visit <https://UBS.uconn.edu>. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 498015)

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on DATE.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.

The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The University of Connecticut is an AA/EEO Employer.