<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Resource Manager (Part-Time Non Benefit Eligible) 10-20 hours per week</th>
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<tbody>
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<td>Reports to:</td>
<td>Executive Director</td>
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<td>FLSA Status:</td>
<td>This is an exempt position.</td>
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<td>Summary:</td>
<td>The Resource Manager (RM) champions knowledge sharing among URMIA members. The RM serves as an expert source of risk management know-how, vital information, and experience which are shared inside and outside the association, with partners, and other stakeholders.</td>
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| Essential Functions: | Assist members, partners and other stakeholders with sharing information using the URMIA network and otherwise.  
  - Weekly, investigate and respond to posts on the all members and institutional members discussion groups that have had few or especially no responses with relevant information in the URMIA network or from other sources.  
  - Promptly investigate and respond to inquiries submitted via the Ask Lou link on the URMIA network or directly through email or phone calls.  
  - Review and comment on information with impact on risk management as requested.  
  - Review and suggest new materials quarterly to share with the Higher Education Compliance Alliance.  
  - Provide other assistance as requested.  
  Maintain information resources on the URMIA network.  
  - Maintain the URMIA library as a useful resource for risk management information for members.  
  - Organize content by appropriate category and label with appropriate “key and tag words.”  
  - Continually search for new or updated resources of value to members and add to the library.  
  - Cull outdated information and broken links from the library.  
  - Staff members will alert the RM to files/links that are likely no longer useful, RM will evaluate, update the entry or if the entry is no longer relevant, will move the entry to the _Ready_to_Archive folder.  
  - Once per year the RM organizes a task force and leads them through the entry review process.  
  - RM moves folders and files identified by the task force as no longer relevant to the _Ready_to_Archive folder (collapsing all items originally in sub-folders into the top-level folder). |
- RM alerts the Website & Database Administrator when all the files and folders in _Ready_to_Archive to be moved to the URMIA Library archive, thereby assuring that those entries will not be included in member search results.
- The Website & Database Administrators submits a support ticket requesting Higher Logic to move data from Ready_to_Archive to the root of the URMIA Library Archive.
- Continually consider and recommend improvements in methods to present and use the library.
- Maintain instructions on how to use the library effectively on the URMIA network.

Working collaboratively with the Education Manager, maintain the URMIA Risk Inventory.
- Continually monitor publications, conference proceedings or draw on experience and insight to add risks or clarifications to the URMIA Risk Inventory.
- Monthly, update the URMIA Risk Inventory as needed.

Represent URMIA at events to share risk management information and perspective as needed.
- Participate in the URMIA Annual Conference and regional conferences as needed.
- Assist colleagues in the National Office with any task related to the conference.
- Attend sessions that may be of interest and actively participate in the session.
- Represent the National Office to members so they feel comfortable with the staff and deepen their understanding of the available resources.

Assist in association management as requested such as by strategic or business plan review.
- Prepare reports as necessary.
- Report to the URMIA board twice annually on the activities of the RM.
- Meet with the Executive Committee annually to discuss the activities of the RM and share ideas to improve the organization, if any.
- Report to URMIA leadership as requested.
- Provide the Executive Director with an activity report when requested that includes open projects, weekly activities and other information as directed.

Support the activities of the Education Manager and assist or substitute for the Education Manager as needed.
- Participate in on-line educational webinars, community conversations, Zoom meetings, water cooler discussions as needed.
- Other activities as assigned.
Qualifications & Requirements

- Bachelor’s degree required.
- Strong knowledge of higher education and the profession of risk management within it.
- Strong oral and written communication skills required. Strong analytical skills required.
- Ability to communicate with constituents over a wide range of risk management issues and determine opportunities for URMIA to address their individual or association-wide needs.
- CPCU, ARM or similar professional certifications preferred.
- At least 5 years of heading up the risk management function at a college or university required. At least 5 years of active participation in URMIA required. Service to URMIA as a committee chair, board member or as an officer preferred.

Working Conditions and Physical Requirements

- The RM is expected to work from home and provide his/her own workspace, telephone and computing resources. These resources should be well maintained and as free of hazards as possible. The RM should maintain any URMIA materials in a secure, orderly fashion and send them to the home office promptly upon request.
- The RM should be able to sit at a work surface such as a desk for up to four hours daily, use telephone and a computer. The RM should be able to travel by car or scheduled airline to attend URMIA events as requested.

The URMIA Office in Bloomington, Indiana is shared by staff, student workers, and occasionally remote staff. Hours vary and may infrequently include nights and weekends. Travel is required for the annual conference.

URMIA is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. URMIA reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation.