



## Counsel, Complex Claims (Chicagoland Area Based/Hybrid)

Job Title: Counsel, Complex Claims (Hybrid)  
Team: Claims  
Reports to: Dual Reporting Role (President and Chief Executive Officer, and TBD)  
FLSA Status: Exempt  
Prepared Date: October 2025

### Company Overview

Educational & Institutional Insurance Administrators, Inc. (EIIA) is a member-driven consortium of private, faith-inspired colleges, universities and seminaries providing innovative insurance and risk management services. EIIA was formed during the 1960s when a number of historically Black colleges and universities associated with the United Methodist Church were unable to obtain property and casualty coverages from the traditional insurance marketplace. The United Methodist Church assisted the colleges by encouraging them to purchase the coverage as a group. This generated adequate premium volume for an insurance company to offer coverage. EIIA was formally incorporated as a not-for-profit corporation in 1976 with the specific purpose of providing group purchasing and administration of insurance programs for higher education institutions.

The group purchasing of the property and casualty coverages for these colleges was so successful that the concept spread to employee health and welfare benefit programs, long-term disability, life insurance, accidental death and dismemberment, and student health and accident needs of these institutions. Risk management services were added to aid these institutions in managing and avoiding risk.

EIIA's office is located in downtown Chicago and currently works in a hybrid/hoteling office environment. EIIA's staff of insurance and risk management professionals serve more than one hundred and forty-five (145) higher education institutions located in thirty-nine (39) states. In addition, EIIA operates two (2) Vermont domiciled captive insurance companies and one (1) grantor trust.

EIIA Members participate in the Master Property & Casualty (P&C) Program consisting of 11 coverages. The Risk Management (RM) Team supports their assigned Members with risk management advice, campus surveys, presentations and more. In addition, EIIA provides Members services in the areas of Student Programs, and Claims. EIIA also utilizes third-party vendors to provide services in addition to guidance documents that are created, published, and posted on the Member website.

Currently, EIIA is seeking a Counsel, Complex Claims that will report to the President & CEO.

### Essential Duties and Responsibilities

The Counsel, Complex Claims is a newly created and visible position among the EIIA staff with the primary role to independently analyze Casualty (General Liability, Educators Legal Liability, Auto Liability, Workers' Compensation and Excess Liability) claims for potential coverage, review and discuss case reserves with third party adjusters, promptly and professionally respond to inquiries from our members, and proactively drive early resolution of claims arising from our Casualty products.

In partnership with other EIIA managers and leaders, the position will also identify claims trends and influence members to actively participate in driving improved claim outcomes.

## **Significant Job Responsibilities**

Serves as a process innovation lead and liaison across the organization and works with EIIA staff, third-party service providers, and members to facilitate troubleshooting, efficiency, and ease of doing business.

- Establishes expertise with EIIA coverage provisions.
- Builds an audit process to document that the TPA's are meeting requirements on defined complex claims.
- Provides coverage opinions within areas of legal expertise.
- Acts as the EIIA point person in claim negotiations and settlements.
- Attends and participates in member and advisory committee meetings.
- All other duties as assigned, including supporting other teams and programs as required.
- Strategizes and maximizes early settlement opportunities for Complex Casualty Claims.
- Continually assesses exposures and adequacy of claim reserves.
- Takes the lead in managing mid-to-high exposure and litigated claims.
- Attends mediations and/or settlement conferences where appropriate.
- Actively participates in the Claims/UW/Actuarial feedback loop.
- Manages the carrier/reinsurer collection process to assure prompt reimbursement of funds.
- Keeps senior claims management adequately and appropriately informed of key issues.
- Maintains timely and accurate file documentation/information in our claims management system.
- Supports EIIA in other legal projects as defined by the CEO and CFO.
- Duties are subject to change based on organizational needs.

## **Required Qualifications**

- Minimum of eight (8) years of professional experience in the area of Commercial General Liability with insurance carrier or litigation experience in Commercial General Liability.
- Litigation and mediation experience.
- Ability to analyze liability and potential damages exposure.
- Experience monitoring outside counsel.
- Experience negotiating allocation issues.
- Experience drafting or reviewing litigation budgets.
- Experience recommending or setting reserves.
- Experience handling large volume of claims or litigation matters.
- Ability to manage case load independently and meet time lines.
- Excellent verbal and written communication skills.
- Strong ability to communicate, establish rapport and build relationships with clients.
- Team-oriented, with ability to excel in a collegial environment.

To perform this job successfully, an individual must be able to accurately perform each essential duty. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education & Experience**

JD is required with ten (10) years of claims experience across commercial casualty lines of business. Legal experience with casualty claims and an active license to practice law is a key requirement.

## **Primary Skill Sets**

This position requires strong interpersonal and computer skills especially Word, Excel, and PowerPoint, along with extensive familiarity with MS CRM, website management, and data or learning management systems; solid communication skills (both verbal and written); customer service orientation; ability to take technical resource drafts and generate final copy; keen eye for details; ability to analyze data and manage multiple projects accurately and independently with

minimal to moderate-level supervision; ability to easily adapt to workload demands; decision making in a timely and efficient manner; dependability; creativity; self-initiative; team participation and accountability.

### **Physical Demands**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

### **Travel**

Some travel, possibly to participate in the EIIA Annual Members Meeting, meetings with vendors, industry conferences, and EIIA client meetings; less than 20% of total time.

### **Work Environment**

Hybrid model. In office as needed (currently minimum of five (5) days a month).

### **Background Check Required**

This position is subject to pre-employment screening which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

### **Other Duties and Accommodations:**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Come join our EIIA Team! Interested candidates should forward a cover letter, resume, and salary requirements to Joe Dudzik at [jdudzik@eii.org](mailto:jdudzik@eii.org).

**EIIA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified 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.**