



Assistant Director, Property & Casualty

Job Title: Assistant Director, Property & Casualty (Local/Hybrid)
Team: Property & Casualty
Reports to: Executive Director of Property & Casualty
FLSA Status: Non-Exempt
Approved Date: May 24, 2023

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 over fifty (50) years ago 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/remote environment. EIIA staff serves 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 two (2) grantor trusts.

Currently, EIIA is seeking an Assistant Director for our Property & Casualty (P&C) Team.

Essential Duties and Responsibilities:

The Assistant Director position is required to determine the most efficient means of delivering necessary information to our members utilizing today's technology. The position will work with EIIA institutions on their day-to-day documentation requirements in particular the certificates of insurance, travel letters for international travel, and handling or directing other requests that go into the adminservices@eii.org general email. This position requires excellent technology and communication skills. Additionally, the position will assist the Vice President with both digital and physical proposals and presentations and provide professional and administrative support to the Vice President and Executive Director of Property & Casualty. Basic knowledge of commercial property and casualty insurance coverage is preferred.

Significant Job Responsibilities:

Upgrade current business practices to reflect current technology

- Help prepare new institution proposals;
- Improve the design of existing institution reports;
- Develop individual institution documentation accessed by members through our website;
- Aid in the use of system data bases to improve efficiencies;
- Audit website for updated information and documentation for P&C documents;
- Work with P&C team to develop relevant reports from data collected from our member institutions;

- Work with team in developing institution specific data for member institutions that will improve risk profile;
- Work with team in engaging membership to access and update data directly to our website;
- Provide technical support to our members to navigate our website and utilize additional resources.

Insurance Documentation

- Delivery of Certificates of Insurance;
- Organize the delivery of Auto ID cards and WC posting notices;
- Assist in posting renewal Insurance policies in the system;
- Work to get proper documentation from institutions for the policy documentation;
- Issuing Travel Letters to students and faculty at member institutions.

Administrative Support

- Serve as the Department coordinator of the CRM contact management system;
- Possess strong skills in all Microsoft software programs Word, Excel and Power Point, SharePoint, and CRM;
- Direct communications from the “adminservices” email box or phone calls to the appropriate team members;
- Review communications to our members for clarity and make corrections as needed.

Supervisory Responsibilities:

This position does not have any direct supervisory responsibilities.

Required Qualifications:

To perform this job successfully, an individual must perform each essential duty accurately. Requirements listed above are representative of the knowledge, skill, and/or ability required.

Education and Experience:

An undergraduate degree or equivalent with insurance, risk management, actuary studies, math, or administrative support experience; or combination of training and experience is required.

Primary Skill Sets:

This position requires strong customer service, organizational, technology, and analytical skills along with the ability to carry out responsibilities independently and collaboratively with diverse groups; ability to easily adapt to workload demands; a keen eye for details; dependability; creativity; self-initiative; teamwork and group participation; accountability; troubleshooting, problem solving, and ability to execute sound decisions in a timely manner; strong work ethic exhibiting a professional demeanor; self-motivation and self-initiative; strong interpersonal skills; excellent written and oral communication skills; proficiency in MS Outlook, Word, Excel, PowerPoint; ability to learn new systems.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of this job successfully within a regular work week.

Work Environment:

The position is local/hybrid and requires the ability to travel as needed including possible weekend travel, though the need is infrequent. Occasional trips may be required to campuses or attendance at professional conferences. In office attendance (Chicago) is required on an as-needed basis.

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@eiiia.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.