

Job Title	Contract Coordinator
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Contract Coordinator, under general supervision, provides oversight of the property insurance program including all inspections and customer service issues. Provides contract review and negotiation services in conjunction. Assesses current inventory of buildings covered by third party insurance providers, coordinating accurate inventory on an annual basis for renewal policies; making necessary changes to the building/contents inventory as appropriate throughout the year. Assists in assessing building and contents inventory valuation for both risk/peril exposures and premium determination.

Essential Duties and Responsibilities

- Performs review terms of each contract and coordinates further reviews with other appropriate components such as Procurement Services, Office of General Counsel, System Real Estate, etc.
- Reviews the overall contract process and associated workflows related to the review of business and service contracts, to ensure compliance with State of Texas and other applicable guidelines and protocols.
- Provides oversight of property and casualty insurance program/policies, to include all inspections and customer service issues.
- Provides customer service functions to include answering questions on contracts and meetings to discuss tentative contracts.
- Provides customer service functions related to the property insurance program to include the addition/removal of certain buildings or contents estimates, consulting with representatives to identify loss exposures and possible risk transfer methods, prepare reports on findings from site inspections/loss control measures, and preparing and filing property and casualty which will include obtaining relevant information and documentation.
- Negotiates contract terms with other parties and review of insurance policy terms.
- Coordinates with administrative personnel directly involved in the contract management process. Provides regular updates parties involved in the insurance acquisition and management process as may be requested.
- Secures appropriate signature upon completion of negotiations in accordance with the applicable Delegation of Authority.
 - Assures each contract carries appropriate recommended approvals

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree or equivalent combination of training and experience.

Experience – Three years of experience in governmental and higher education operations that involve property insurance, interactions with carriers and customers.

Knowledge of – Strong oral and written communication skills along with customer service and problem-solving skills. Knowledge of property insurance program. Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Ability to comprehend and apply rules and regulations.

Licensing / Professional Certification – Must pass insurance certification exams (State of Texas Adjusters License and/or State of Texas Property/Casualty License) within 6 months of initial employment date as a condition of continued employment.

Physical Requirements – None.

The physical demands described here 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 disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

- Travel required.

Approved by:	
Date approved:	
Reviewed:	