



# UNIVERSITY OF DALLAS

Director of Real Estate and Risk Management  
**Office of the General Counsel**

Job Number: 0010UD  
**Date Posted: 16 May 2017**

---

## WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

## JOB DESCRIPTION

Reporting to the Vice President and General Counsel, the Director manages the University's real estate portfolio supporting long- and short-term goals of the University Board of Trustees and President and coordinates the University's risk management activities with specific focus on renewal, claims, and contracts for the University's general liability, auto and property insurance policies and on university compliance to minimize institutional risk by ensuring compliance with federal and state law and university policy.

## PRIMARY RESPONSIBILITIES

- Manages the real estate needs of the University with specific responsibility for property disposition, license agreements, rights of way and easements. In conjunction with the General Counsel facilitates selection of and interaction with real estate brokers, assists with due diligence activities, property closings and preparation of real estate agreements and contracts.
- Provides real estate portfolio management including responsibilities as point of contact for real estate inquiries from members of the community, governmental entities and utility contractors. Manages a database of all rights and restrictions related to University real estate holdings.
- Manages the University's commercial insurance portfolio including preparation for annual renewals, evaluates and ensures appropriate insurance coverages, responds to internal coverage inquiries, manages claims and consults with University departments to mitigate claims and manage risk.
- Oversees regulatory compliance activities associated with the operations of an institution of higher education by developing and communicating compliance strategies, goals and objectives, responding promptly to identified compliance issues and developing and implementing corrective actions in consultation with the Vice President of Legal & Board Services and General Counsel. Develops and communicates compliance strategies, goals and objectives in areas of risk management, insurance and real estate.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.



# UNIVERSITY OF DALLAS

## MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited institution in field appropriate to the position.
- Five years of documented experience in regulatory, real estate, and risk management.
- Working knowledge of real property portfolio management, easements, property rights, property insurance, and other matters of real estate.
- Ability to conduct needs analysis and source best insurance product.
- In-depth knowledge of the legal and regulatory environment for private institutions of higher education.
- Knowledge of foreign liability and international travel insurance, auto insurance, and casualty insurance.
- Knowledge of legal and regulatory obligations pertaining to higher education (e.g., HEA, HEOA, Title IX, ADA, FERPA, HIPPA, Clery Act, Campus SAVE Act).
- Proficiency in current Microsoft Office suite (e.g., Word, Excel, PowerPoint).

## PREFERRED QUALIFICATIONS

- Master's degree.
- Similar experience in a higher education setting.
- Project management experience.

## ADDITIONAL INFORMATION

- **Applicants are asked to create a cover letter that has 3 paragraphs describing their specific experience in each of the following areas: risk management in general, real estate, and insurance.**

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.**