Human Resources Job Function

HR Benefits Consultant III
Grade: 57
Job Code: H0057P
Job Family: HR Benefits
Job Family Matrix: HR Benefits Matrix

Summary
Serve as benefits liaison to schools or unit, local Human Resources, and Faculty Affairs to ensure accurate and timely administration of benefits programs and associated processes. Provide benefits counseling and respond to and resolve benefits inquiries.

Core Duties
• Apply subject matter expertise to administer benefits programs and resolve employee benefits questions/issues
• Deliver retirement and executive counseling for former, current, and prospective faculty and staff members
• Collaborate with local Human Resources and Faculty Affairs personnel to ensure each school’s benefits related objectives are obtainable
• Act as a resource and coach for Benefits Representatives regarding best practices in benefits administration and customer service
• May develop, implement, and maintain robust benefits educational products, including training and seminars; provide education to faculty and staff on employee benefit initiatives and practices for current offerings
• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications
• Bachelor’s degree or equivalent work experience required
• Minimum of 5 years’ relevant benefits experience

Additional Qualifications and Skills
• Knowledge of Microsoft Office Suite, advanced Excel skills
• Advanced knowledge of applicable federal and state laws, regulations and guidelines, including the Employee Retirement Income Security Act (ERISA) and IRS Sections 125, 403(b), 457(b) and 401(a)

Certificates and Licenses

Physical Requirements

Working Conditions
• Work is performed in an office setting