

**Benefits Administrator**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=220484>

Downloaded On: May. 9, 2024 2:15pm

Posted Aug. 30, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Benefits Administrator
<b>Department</b>	Human Resources
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 30, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/44824">https://www.ubjobs.buffalo.edu/postings/44824</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Position Summary**

As a part of our team, you will develop a strong understanding of employee benefits and be responsible for facilitating employee orientations and meetings as required.

In this highly visible service centered role, you will:

- Provide guidance and expertise in benefit enrollment rules and regulations, worker's compensation, and FMLA benefits
- Respond to employee time and attendance needs
- Facilitate benefits orientations both in a group setting and one on one
- Serve as a liaison for supplemental retirement programs

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**Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

**About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Minimum Qualifications**

You must meet one of the following:

- A Bachelor's degree obtained by the time of employment is required.
- A combination of education, experience or relevant military training may be considered in lieu of a Bachelor's degree on a year for year basis.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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