

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

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Posted Apr. 17, 2019, expired Aug. 17, 2019

Job Title	Benefits Administrator
Department	Human Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 17, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Human Resources
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Job Description

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

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

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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 UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. 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

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

In addition to being detail oriented, to be successful in this position, you must have:

- Human resources experience, particularly benefits administration
- Advanced knowledge of Microsoft Office Suite
- Excellent interpersonal, written, and verbal communication skills
- Strong problem solving skills
- Ability to work as a member of a team
- Organizational skills

Preferred Qualifications

Previous instructional or website writing experience.

Contact Information

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

Contact



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