

**Benefits, Leave and Retirement Specialist  
University of Idaho**

Direct Link: <https://www.AcademicKeys.com/r?job=122729>

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Posted May 1, 2019, removed Jun. 27, 2019

<b>Job Title</b>	Benefits, Leave and Retirement Specialist
<b>Department</b>	
<b>Institution</b>	University of Idaho Moscow, Idaho
<b>Date Posted</b>	May 1, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Human Resources
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**Job Description**

University of Idaho

Benefits, Leave and Retirement Specialist

Location: Moscow

Division/College: Human Resources

Employee Category: Classified

Pay Range: \$18.27 per hour or higher depending on experience

Full/Part Time: Full Time

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### Position Summary:

The Benefits, Leave and Retirement Specialist works with the Director of Human Resources to coordinate the administration of the employee health benefits and retirement programs. The Specialist will provide calculations and manage records for employee leave and health benefit programs. They will be responsible for advising and providing assistance for employees and for the benefit program, including but not limited to: administering the shared leave program, family medical leave, short/long term disability, assisting with complex benefits issues (phone, e-mail, and in-person); and assisting with the application of eligibility. They will also provide support for the worker's compensation program. They will review, research and make appropriate corrections to benefit deductions, collaborate with vendors regarding benefit matters, and provide benefit orientation to new and potential employees. They will coordinate with Employment Services with regard to leaves of absence, FMLA (Family and Medical Leave Act) issues, and ADA (Americans with Disabilities Act) issues.

### Minimum Qualifications:

- Bachelors degree in related field and 1 year of employee benefits related experience or 5 years of employee benefits related experience.
- Experience explaining Federal and State Law, policies and procedures to employees, supervisors and high level leadership in a group or individual setting.
- Experience managing HIPAA related information and maintaining confidentiality of sensitive materials.
- Experience analyzing information and researching a variety of sources to identify and resolve problems or issues, and making recommendations for resolutions in a proactive and reactive atmosphere.
- Experience advising a diverse population of employees in personnel and benefits areas.
- Experience with employee benefits administration, retirement programs, HIPAA compliance and fringe benefits programs.
- Experience training and explaining complex benefits plans to small or large groups of diverse employees.
- Demonstrated experience interpreting, explaining and applying benefit laws, rules and requirements.

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- Demonstrated ability to analyze complex personnel/benefit problems and develop alternatives and recommendations.
- Demonstrated ability to work well independently and on a team.
- Demonstrated ability to maintain accurate records.
- Must possess strong writing skills.

### Preferred Qualifications:

- Experience working with a self-funded health plan.
- Experience coordinating with the Idaho Department of Insurance, benefits Consultants and Third Party Administrators.
- Demonstrated experience reviewing documents for accuracy, completeness and compliance; and compiling data and information for reports.
- Demonstrated ability to establish and maintain effective working relationships.
- Knowledge of higher education or state government personnel policies and procedures.
- Experience conducting training and/or making public presentations.
- Possess strong verbal and problem-solving skills.
- Experience with Banner.

### Physical Requirements & Working Conditions:

Posting Number: SP002149P

Posting Date: 04/10/2019

Closing Date:

Open Until Filled: Yes

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### Special Instructions:

Position is open until filled with first consideration date of April 26, 2019. Applicants must address in detail how they meet the required and preferred qualifications in their letter of qualification.

**Background Check:** Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [\[url=https://apptrkr.com/1449481\]](https://apptrkr.com/1449481)jobs.uidaho.edu

### EEO Statement

University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

### Contact Information

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

### Contact

University of Idaho

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