

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

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

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

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

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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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