

Benefits Assistant/Consultant
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=245899>

Downloaded On: Jul. 21, 2025 9:16am

Posted Sep. 26, 2024, set to expire Aug. 4, 2025

Job Title	Benefits Assistant/Consultant
Department	Human Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Consultant
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/53088
Apply By Email	
Job Description	

Position Summary

Are you passionate about **helping others** and making a **positive impact** in the workplace? As a part of our Benefits team, you will develop a strong understanding of employee benefits to be successful facilitating employee orientations and personalized meetings with employees.

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** with empathy and efficiency.
- **Facilitate benefits orientations** both in a group setting and one-on-one, ensuring everyone

Benefits Assistant/Consultant
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=245899>

Downloaded On: Jul. 21, 2025 9:16am

Posted Sep. 26, 2024, set to expire Aug. 4, 2025

feels informed and supported.

- **Serve as a liaison** for supplemental retirement programs, helping employees plan for their future.

We are looking for someone who is enthusiastic, approachable, and ready to make a difference. If you enjoy working in an inclusive and collaborative environment and are committed to providing top-notch service, we would love to hear from you!

[Apply today](#) and be a part of our dynamic team!

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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

Benefits Assistant/Consultant
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=245899>

Downloaded On: Jul. 21, 2025 9:16am

Posted Sep. 26, 2024, set to expire Aug. 4, 2025