

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

Direct Link: <https://www.AcademicKeys.com/r?job=245927>

Downloaded On: Aug. 2, 2025 1:51am

Posted Sep. 27, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Benefits Assistant/Consultant
<b>Department</b>	Human Resources
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Sep. 27, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Consultant
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53102">https://www.ubjobs.buffalo.edu/postings/53102</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **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

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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**

To be considered, 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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