

Benefits Specialist Tufts University

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Posted Oct. 22, 2024, set to expire Mar. 6, 2025

Job Title	Benefits Specialist
Department	Human Resources
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Human Resources
Job Website	https://jobs.tufts.edu/jobs/21042?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The mission of Tufts University Human Resources is to foster a positive work environment that attracts, retains, and supports a diverse and talented workforce, helping employees thrive both professionally and personally. Human Resources at Tufts focuses on offering a comprehensive range of services, including recruitment, benefits administration, professional development, and employee relations. Their goal is to cultivate a workplace culture that is inclusive, supportive, and committed to the university's mission of teaching, research, and public service.

What You'll Do

Under the direction of the Leave of Absence Program Supervisor, the HR Benefits Specialist will collaborate with a third-party vendor to effectively administer leave of absence requests from faculty,

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staff, and union members.

Duties and Responsibilities:

- Communicates leave policies, as well as federal and state leave laws and collective bargaining agreements applicable to university faculty and staff.
- Schedules and conducts pay consultations with leave takers, including communication of paid time off policies, and Family Medical Leave Act (FMLA) and Massachusetts Paid Medical and Leave (MA PFML) benefits.
- Provides instructions to the payroll department regarding leave start and end dates to ensure accurate leave benefits are paid.
- Works collaboratively with third-party leave administrator
- Documents leave decisions made by the third-party leave administrator and track the status throughout the leave cycle in the case management system.
- Communicates status and projected return to work dates to leave takers, direct supervisors, Human Resources Business Partners, and Faculty Affairs Officer.
- Provides guidance to employees regarding the return-to-work process.
- Collaborates with the Office of Equal Opportunity (OEO) for ADA accommodation as needed.
- Collaborates with HR Business Partners and Faculty Affairs Officers regarding various leave of absence questions and return to work process.
- Preserves confidentiality of employee health information and documentation.
- Performs other related duties as assigned.

What We're Looking For

Basic Requirements:

- At least 3 years of leave administration experience
- Knowledge of FMLA and MA PFML requirements
- Able to work independently as well as a team player and take initiative
- Strong time management skills and ability to prioritize tasks
- Excellent customer service skills
- Excellent written and verbal communication skills
- Good organizational skills and attention to detail
- Respects confidentiality of sensitive health-related information

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- Proficiency with Microsoft Office suite required
- Knowledge of Salesforce Force and/or PeopleSoft preferred

Pay Range

Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact