

Specialist, Total Rewards  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253189>

Downloaded On: Feb. 22, 2025 12:22pm

Posted Feb. 17, 2025, set to expire Nov. 29, 2025

<b>Job Title</b>	Specialist, Total Rewards
<b>Department</b>	Staff
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Feb. 17, 2025
<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
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6006866">https://apptrkr.com/6006866</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Specialist, Total Rewards**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

Specialist, Total Rewards

### **Job Description Summary:**

The Total Rewards Specialist plays a key role in administering benefits programs for employees at Austin Community College. This position is responsible for ensuring accurate eligibility determinations, onboarding support, and effective communication of benefits options and changes.

### **Job Description:**

#### **Description of Duties and Tasks**

- Assist with determining program eligibility for all employees (staff, faculty, and variable hour) and coordinate employee notifications.
- Coordinate with the Shared Services team to deliver benefits onboarding, orientation, and new hire support.
- Educate, assist, and counsel employees on insurance options, plan changes, and benefits inquiries while emphasizing positive customer service.

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- Enter and update insurance program changes in the Employees Retirement System (ERS) for new hires and qualifying life event (QLE) changes.
- Coordinate benefits-related aspects of the separation process for benefits-eligible employees, including employee notifications, external vendor coordination (ERS, Aflac), and sick leave donations.
- Process National Medical Support Notices (NMSN) with ERS, plan administrators, benefits, and payroll teams as needed.
- Report employee deaths to ERS and TRS to initiate benefits coordination.
- Complete Public Service Loan Forgiveness (PSLF) employer certifications using reporting systems and Excel.
- Track new hire benefits onboarding, separations, and status changes using spreadsheets, ensuring completion of the necessary tasks.
- Expedite resolution of benefits eligibility, enrollment, and coverage issues, acting as a liaison between employees and external stakeholders.
- Assist in creating and editing written materials related to total rewards communications, including newsletters, website content, brochures, presentations, and forms.
- Provide training and guidance to total rewards hourly employees supporting departmental processes.
- Aids with the planning and execution of special events such as ERS Annual Enrollment.
- Perform other complex office duties as needed to support the Total Rewards team.

### **Knowledge**

- Familiarity with Total Rewards programs and payroll processes.
- State of Texas Benefit Plan Programs and options available to employees.
- Defined benefit and contribution plans as well as group insurance.
- Customer service techniques and practices.
- General human resources practices and principles.

### **Skills**

- Excellent communication and interpersonal skills, including tact, diplomacy, and consultative style.
- Strong organizational skills, attention to detail, follow-through, and the ability to prioritize tasks.
- Ability to effectively present information to employees and management.
- Ability to maintain confidentiality of work-related materials and information.
- Proven ability to establish and maintain effective working relationships.
- Ability to interpret and apply rules, regulations, policies, and procedures with accuracy.
- Ability to adapt to changing needs and maintain deadlines while maintaining flexibility.

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- Maintain an established work schedule.

### **Technology Skills**

- Proficiency with spreadsheet, word processing, and presentation software.
- Basic Microsoft Excel skills, including the ability to enter data and utilize simple formulas.
- Proficient with HRIS systems such as Workday and Ellucian Colleague.

### **Required Work Experience**

- Two years of related work experience

### **Preferred Work Experience**

- Experience with Total Rewards programs in higher education or public sector organizations, including knowledge of compliance requirements.

### **Required Education**

- Associate Degree

High school diploma or equivalent and two years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position.

### **Preferred Education**

- Associate degree in Human Resources, Business Administration, or a related field is preferred.

### **Special Requirements**

- Reliable transportation is needed for local Austin area travel.
- Peak periods may require some evenings and weekends.

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### **Physical Requirements**

- Work is performed in a standard office or similar environment
- Subject to standing, walking, sitting, bending, reaching, pushing and pulling.
- Occasional lifting of objects up to 10 pounds.

### **Safety**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

### **Salary Range**

\$47,840 - \$53,760

### **Number of Openings:**

1

### **Job Posting Close Date:**

February 27, 2025

### **Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### **Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable



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accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Specialist--Total-Rewards\\_R-7335](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Specialist--Total-Rewards_R-7335)

### Contact Information

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

### Contact

Staff

Austin Community College

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