

**Coordinator, Total Rewards (Human Resources Benefits)  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=255017>

Downloaded On: Apr. 2, 2025 2:27am

Posted Mar. 28, 2025, set to expire Nov. 29, 2025

<b>Job Title</b>	Coordinator, Total Rewards (Human Resources Benefits)
<b>Department</b>	
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Mar. 28, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Human Resources
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6108782">https://apptrkr.com/6108782</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Coordinator, Total Rewards (Human Resources Benefits)**

**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:**

Coordinator, Total Rewards (Human Resources Benefits)

### **Job Description Summary:**

The Total Rewards Coordinator is responsible for managing and supporting the College's Total Rewards programs, including benefits, retirement plans, and compensation. This role ensures compliance with college policies, federal and state regulations, and supports the accurate administration of these programs.

### **Job Description:**

#### **Description and Tasks**

- Administer Total Rewards programs (Teacher Retirement System of Texas, Optional Retirement Program, ACC Money Purchase Plan, and Voluntary Savings Program) ensuring compliance with all relevant laws and ACC policies.
- Stay updated on laws, regulations, and policies related to employee benefits to ensure compliance. Recommend and facilitate necessary policy changes.
- Research and resolve issues related to retirement, savings plans, eligibility, contributions,

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- enrollment, coverage, and leave plans.
- Serve as ACC liaison to the Teacher Retirement System of Texas, The Higher Education Coordinating Board, and external vendors and contractors.
- Advise employees, supervisors, retirees, vendors, contractors, state and local agencies, and HR staff on retirement and savings plans.
- Analyze and determine eligibility for total rewards programs for all employees.
- Investigate TRS Payroll Report discrepancies and recommend eligibility changes and pay adjustments to Payroll Services.
- Develop, test, and implement Workday integrations to automate and improve operations.
- Prepare custom reports, statistical analysis, surveys, trend forecasts, and other mandatory reports based on data research and analysis.
- Audit employee contributions to ACC Voluntary Savings Plans and maintain plan limit projections.
- Counsel ACC retirees on available retiree benefits and assist with enrollment.
- Coordinate the Retiree Recognition Program including preparation of monthly reports, drafting biographical summaries of each recognized retiree, arranging awards, and composing related correspondence for the Chancellor.
- Validate benefit plan enrollment, employee deductions, and employer contributions on semi-monthly and monthly payrolls.
- Contribute to the creation and editing of benefit communications, publications, website content, presentations, brochures, and forms.
- Coordinates and oversees the benefits component of the separation process for all retirees and benefits eligible employees.
- Organize and facilitate workshops and programs within the functional area.
- Assist with classification and compensation market studies.
- Participate in the development of compensation policies and procedures.

### **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**

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- Strong analytical, problem-solving, and data validation skills, with experience in benefits eligibility analysis and reporting.
- Ability to interpret and visualize complex data to support decision-making.
- Expertise in applying rules, regulations, policies and procedures with accuracy.
- Excellent communication and interpersonal skills, including tact, diplomacy, and consultative style.
- Strong organizational skills with attention to detail, follow-through, and the ability to prioritize tasks.
- Ability to present compensation information clearly to employees and management.
- Ability to maintain confidentiality of work-related materials and information.
- Proven ability to establish and maintain effective working relationships.
- Adapt to changing needs and maintain deadlines while maintaining flexibility.
- Maintain an established work schedule.
- Coordinating benefits programs including making presentations to groups and individuals.
- Maintaining an established work schedule. Peak periods may require evening and weekends.

### **Technology Skills**

- Proficiency with spreadsheet, word processing, database, and presentation software.
- Advanced Microsoft Excel skills, including the use of formulas, vlookups, pivot tables and data analysis.
- Proficient with HRIS systems such as Workday and Ellucian Colleague.

### **Required Work Experience**

- Two years related work experience.

### **Preferred Work Experience**

- Experience with benefits and retirement plan administration, compensation data reporting, completing surveys, and compliance requirements.
- Experience managing Total Rewards programs in higher education or public sector organizations, including knowledge of compliance requirements.

### **Required Education**

- Bachelor's degree

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A high school diploma or equivalent and four years of related work experience or an Associate degree 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**

- Bachelor's 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.

**Other Preferred Qualifications**

- CFP, SHRM-CP, or SHRM-SCP certification.

**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**

- Follow safety rules and report unsafe conditions. Take reasonable actions to prevent unsafe practices and ensure a safe work environment.

**Salary Range**

\$62,536 - \$78,170

**Number of Openings:**



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

April 9, 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 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/Coordinator--Total-Rewards\\_R-7336-1](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Coordinator--Total-Rewards_R-7336-1)

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### **Contact Information**

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



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**Contact**

Staff

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