

Benefits Coordinator Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=262686>

Downloaded On: Sep. 18, 2025 6:16pm

Posted Sep. 18, 2025, set to expire Oct. 31, 2025

Job Title Benefits Coordinator
Department Human Resources
Institution Brazosport College
Lake Jackson, Texas

Date Posted Sep. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Human Resources

Apply Online Here <https://apptrkr.com/6574880>

Apply By Email

Job Description

Image not found or type unknown



Benefits Coordinator

Posting Number: 70947

Position Type: Administrative/Staff

FTE: Full-time

Department: Human Resources

Job Summary/Basic Function:

Acts as a liaison between employees and Employee Retirement System of Texas (ERS), and maintains benefits and leave records. Supports Student Success initiatives for the department.

**Benefits Coordinator
Brazosport College**

Direct Link: <https://www.AcademicKeys.com/r?job=262686>

Downloaded On: Sep. 18, 2025 6:16pm

Posted Sep. 18, 2025, set to expire Oct. 31, 2025

Reports to the Director, Human Resources; duties and responsibilities include the following (other related-type of duties may be assigned):

- Serves as the liaison for the college with Employee Retirement System of Texas (ERS) involving employee benefits;
- Assists employees in resolving benefit issues; handles sensitive and confidential information on a daily basis for Human Resources;
- Reconciles records from the state concerning reimbursement and payment of employee benefits.
- Reconcile Retiree report with health coverage and life insurance reimbursement spreadsheets;
- Designs and delivers new full-time employees' orientation regarding benefits;
- Meets individually with each new benefits eligible employee to interpret benefits and college policies concerning employee benefits and benefits enrollments.
- Counsel on the decision between TRS and ORP. Counsel employees that later move to an ORP eligible position.
- Interprets college policy involving vacation, sick leave, and other paid and non-paid leave.
- Review, approve, and maintain employee entitlements and benefit records, including vacation, sick leave, paid parental leave (PPL), insurance documentation, and other absences; ensure accurate online entry to the appropriate state agency.
- Monitor accruals and track monthly eligibility. Grant annual accruals of vacation, sick leave, and PPL.
- Collect documentation for Jury Duty. Track time off due to Jury Duty and Bereavement.
- Administer the sick leave pool by processing requests for usage and managing donations.
- Investigates instances of on-the-job injuries and completes injury reports online for workers' compensation incidents.
- Get approval and gather documentation to process Degree Payments for employees.
- Meets with employees regarding FMLA/ADA in tandem with the Sr. VP of Administration and maintain FMLA records.
- Assist payroll operations by reconciling benefit deductions, preparing salary adjustment transmittals, and processing vacation payouts and unearned leave adjustments.
- Yearly: Submit 1095-C/1094-C, Vacation Accrual Spreadsheet from CFO.
- Working with Payroll to ensure exiting employees are terminated in the system and are paid out appropriately.
- Assist employees preparing for retirement.
- Performs other duties of a similar nature or level as assigned.

Minimum Qualifications:

Benefits Coordinator Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=262686>

Downloaded On: Sep. 18, 2025 6:16pm

Posted Sep. 18, 2025, set to expire Oct. 31, 2025

- Minimum of associate's degree, Bachelors preferred
- Two (2) years of Benefits Experience (Higher Education Experience preferred).
- Knowledge of basic accounting procedures and practices.
- Proficiency in Word Processing and Spreadsheet software and Payroll
- Knowledge of Personnel Law.
- Knowledge of Uniform Group Insurance Program guidelines.
- General math skills with emphasis on bookkeeping/accounting.
- Must be knowledgeable in the skill of effective interpersonal relations in order to communicate with students, faculty, staff, and the public

Location: 100% on-site presence

Desirable Qualifications:

Physical Demands:

Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, hearing, vision, and talking

Posting Date: 09/16/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 9/26/2025

Special Instructions to Applicants:

1. Applicants must include a minimum of three (3) professional references in the reference section of the application.
2. An official transcript documenting the advertised minimum education requirement, is required upon hire. If your college/university is not from a US awarding institution, you must have your education credentials evaluated by a company that is a member of the National Association of Credential Evaluation Services (NACES). Please refer to the NACES website for further information (www.naces.org).

**Benefits Coordinator
Brazosport College**

Direct Link: <https://www.AcademicKeys.com/r?job=262686>

Downloaded On: Sep. 18, 2025 6:16pm

Posted Sep. 18, 2025, set to expire Oct. 31, 2025

To apply, visit <https://employment.brazosport.edu/postings/4634>

Contact Information

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

Contact

Human Resources
Brazosport College

,