

**Coordinator, Benefits And Accommodations
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=229042>

Downloaded On: May. 9, 2024 10:49am

Posted Jan. 18, 2024, set to expire Nov. 29, 2024

Job Title Coordinator, Benefits And Accommodations
Department Human Resources
Institution Austin Community College
Austin, Texas

Date Posted Jan. 18, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Human Resources

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Job Description

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Coordinator, Benefits And Accommodations

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 diverse 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:

- Reflects the diversity of our community
- 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 under-represented populations
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Commitment to Equity and Inclusion

ACC is committed to the ongoing systemic changes needed to ensure the increased recruitment, inclusion, retention, and completion of historically underserved and underrepresented populations. Through continual strategic community engagement and professional development of administrators, faculty, staff, and students, the college demonstrates its dedication to fostering a culture and climate for equitable outcomes.

ACC is proud to serve a diverse student body as an open-access and low-cost institution. Dedicated faculty members are excellent professors who help students achieve their educational goals and are sensitive to our students' diverse cultures and socio-economic backgrounds. In 2017 our faculty adopted a Statement of ACC Faculty Values. This Statement affirms that ACC's faculty members value collaboration, service, agency, scholarship, inclusion, and teaching, all of which attest to our commitment to equity, diversity, and inclusion at the heart of our mission.

Job Posting Title:

Coordinator, Benefits and Accommodations

Job Description Summary:

The Benefits and Accommodations Coordinator will coordinate and facilitate requests for leaves and

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accommodations, with a focus on handling specialized cases under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), state and local leave laws and regulations, as well as short-term or long-term disability plans. Their primary responsibility is to ensure compliance with these regulations across our diverse programs. Additionally, the Benefits and Accommodations Coordinator serves as the ADA Coordinator for the College.

The location of this position is onsite at the Highland Campus.

Job Description:

Essential Duties and Responsibilities

- Administers and ensures compliance with the American Disabilities Act (ADA) regarding accommodations for ACC employees, including conducting interactive processes as needed and developing and administering compliance training for employees and supervisors.
- Handles the FMLA leave administration process from the employee's initial notice of the need for leave to the return to work. This includes gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification, and accounting for intermittent and reduced schedule leave use.
- Maintains reasonable communication with employees on leave to facilitate a smooth and timely return to work; relays communication between employees and their managers during leave. Gathers, assesses, and analyzes data to gain insights into patterns and trends concerning leave and accommodations. Responsible for designing training and delivering training for employees and supervisors.
- Advises managers and employees on the interaction of leave laws with paid time off, workers' compensation, and short-term and long-term disability benefits.
- Coordinates the college's Sick Leave Pool Program, while working with employees, supervisors, and Sick Leave Pool Committee members.
- Coordinates the return-to-work process for employees returning from FMLA, workers' compensation, or other types of leave.
- Administers the various leave programs for ACC employees, including generating and monitoring employee leaves, interpreting various regulations and policies related to the employee's specific situation, processing short-term or long-term disability claims, and coordinating with other areas of the college as needed, such as work-related claims.
- Advises, counsels, and answers inquiries from employees and supervisors regarding benefits-related issues.
- May assist with drafting and/or recommending revisions to leave policies to ensure compliance with federal, state, and local laws and regulations.

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- Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practices and maintains the information in the college's HCM system.
- Preserves confidentiality of employee medical documentation and files.
- Maintains knowledge of all applicable leave and accommodation laws, including the FMLA, ADA, and state and local laws.
- Assists with benefit enrollment and other benefit programs as required by the position.
- This job description is illustrative only and does not comprehensively list all functions performed.

Knowledge

- State and federal employment laws, statutes, and regulations
- Federal and state laws related to the Americans with Disabilities Act (ADA), and Family Medical Leave Act (FMLA).
- Thorough understanding of dispute and conflict resolution
- Administrative procedures, principles, and practices.
- Customer service principles and practices.
- Knowledge of data management systems.

Skills

- Maintaining confidentiality of work-related information and materials
- Maintaining an established work schedule. Peak periods may require unplanned evenings and weekends.
- Excellent communication, written and verbal, and interpersonal skills across all levels of the college
- Excellent problem-solving and decision-making skills
- Demonstrated ability to manage multiple priorities in a fast-paced environment and meeting deadlines.
- Conflict management and de-escalation
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Working in a collaborative manner with diverse constituencies.

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Technology Skills

- A variety of spreadsheet, word processing, database, and presentation software, including Workday, MS Office Suite, and Google Office Suite

Required Education

- Bachelor's degree.
- Four 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. Please note that the college reserves the right to amend these terms of substitution any time.

Required Experience

- Three years of full-time progressively responsible human resources experience, including direct experience in benefit program administration and/or workplace accommodations, which includes working experience with FMLA and the Americans with Disabilities Act.

Preferred Qualifications

- Experience with benefits coordination in a State of Texas agency.
- Experience with Workday.
- Familiarity with Workers' Compensation programs.
- Familiarity with ergonomic evaluations and the process

Special Requirements

- Valid Texas Driver's License and reliable transportation for local Austin area travel.

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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.

Salary Range

\$64,116 - \$80,145

Number of Openings:

1

Job Posting Close Date:

February 2, 2024

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.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Coordinator--Benefits-and-Accommodations_R-5515

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Contact Information

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

Contact

Human Resources
Austin Community College

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