
Auburn University Job Description

Job Title:	Coord, Benefits	Job Family:	No Family
Job Code:	EB35	Grade 32:	\$35,000 - \$58,400
FLSA status:	Non-exempt		

Job Summary

Responsible for the administration of various employee benefit programs for all active eligible employees and retirees.

Essential Functions

1. Responsible for administrating various employee benefit programs, including group health, dental, vision, accident, disability, life insurances, flexible spending accounts, retirement plans, and COBRA coverages and wellness benefits; determines eligibility, processing elections, terminations, and changes; ensures notice requirements; maintains and retains records while complying with reporting requirements.
2. Participates in renewals and plans analysis, coordinates open enrollment activities and events, and assists with electronic enrollment system administration and file feeds.
3. Primarily responsible for FMLA administration, to include but not limited to, managing notice requirements, acquiring and processing documentation; handles correspondence with employees, supervisors, and medical providers; tracks leave; coordinates return to work; manages recordkeeping.
4. Counsels employees and processes applications and accompanying paperwork for benefit coverage purposes.
5. Collects and processes cash payments for benefits; reconciles benefit plan billing statements; maintains financial records associated with benefits.
6. Researches and maintains up-to-date knowledge of all relevant laws, regulations, and policies related to University benefits including COBRA, HIPAA, ACA, FMLA, Section 125, FSA, 403b/457b, Medicare and benefits coordination.
7. Assists with benefits orientation programs and participates in campus events regarding benefits plans and programs.
8. Provides support to benefits and payroll units and may perform other job-related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	4	Experience in employee benefit administration, Family Medical Leave Act, and payroll processing.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of state and federal laws and regulations relating to employee benefits and administration.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/6/2017

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