

## **Benefits Coordinator, Office of Human Resources (1455)**

Pocatello - Main

### **Company Description**

Idaho State University, established in 1901, is a Carnegie-classified doctoral research and teaching institution, with a culture built on trust, compassion, stability, and hope. ISU serves over 12,000 students in Pocatello, Meridian, Twin Falls, and Idaho Falls. Students and faculty at ISU are leading the way in cutting-edge research and innovative solutions. We are proud to offer exceptional academics nestled in the grand, natural beauty of the West. We invite you to apply to be a part of our University community!

### **Job Description**

The Benefits Coordinator in Human Resources at ISU supports well being of ISU employees through promotion, communication, and facilitation of employee benefits programs. This position counsels employees regarding comprehensive university benefits programs, including new hire enrollment, pre-retirement planning, explaining group insurance policies, death benefits, university retirement programs, related group benefits programs, and ISU amenities available to university employees. The successful applicant will publicize benefits programs and will lead campus communication and learning opportunities related to university benefits programs. This position also conducts individual and group orientation sessions and benefit program reviews. The Benefits Coordinator is responsible for maintaining benefits records and preparing necessary documents for implementing coverage/enrollment and changes. Key responsibilities include:

#### Benefits Coordination/Liaison

- Serves as a liaison between university faculty and staff, State of Idaho offices, and benefits program providers/vendors as the primary point of contact for faculty and staff that have inquiries, difficulties with enrollment, benefits, and changes in accordance with contract provisions
- Researches and recommends changes to benefit programs and offerings based on industry best practices and feedback from faculty and staff
- Coordinates reports and records with ISU Payroll, State Office of Group Insurance, PERSI, ORP Providers, Office of the State Board of Education, and related points of contact to ensure effective administration of benefits programs
- Manages annual open enrollment process in coordination with State Offices to ensure effective communication of programs and implementation of employee benefits elections
- Leads the development, oversight, coordination, and delivery of other on-campus perks and benefits, including tuition reduction programs and reciprocity with sister institutions, Bengal-Card perks/programs, wellness programs, and other miscellaneous programs for the campus community
- Oversees the coordination of employee leave programs with HR team members, including coordination of state accrued vacation and sick leave programs, state paid parental leave, family medical leave, and short-term and long-term disability benefits. Ensure the application of leave programs are closely coordinated with HR team members, Risk Management, ISU Payroll, and State offices

## Consultation and Training

- Interprets, provides guidance, and leads training for employees, managers, and HR staff on benefits, and related policies and procedures
- Coordinates implementation of benefits or related policy and procedure changes
- Manages and updates benefit orientations and other informational materials, including oversight of benefits website information and coordinates their dissemination and the promotion of benefits programs
- Designs, provides, or oversees enrollment and orientation of benefits programs as part of the onboarding and orientation experience for university faculty and staff
- Advises and counsels exiting and retiring employees on benefits programs and options related to expiration of eligibility for group benefits
- Oversees exiting employee processes, including providing employees access to helpful end of coverage or program eligibility information, and soliciting feedback/comments from exiting employees through exit interviews or other questionnaires
- Researches, recommends, develops, and implements ways in which to better educate employees on benefit coverages, options, and procedures

## Retirement Plan Administration

- Reviews retirement programs/policies and recommends or implements changes to retirement programs and related processes
- Maintains positive working relationships with retirement program vendors, such as PERSI and Optional Retirement Program providers in support of the administration of retirement programs
- Coordinates the completion of retirement program processes and paperwork with State and federal offices as well as retirement providers
- Conducts pre-retirement workshops and related employee learning/planning programs
- Generates, reviews, and analyzes retirement plan reports; design retirement plan outreach and training programs in consultation with retirement plan vendors as a result of analysis as needed

## **Minimum Qualifications**

- Bachelor's degree and at least 2 years of related experience
- Knowledge of group insurance programs such as, medical, dental, life, and disability programs
- Knowledge of retirement programs such as defined benefit and defined contribution plans
- Knowledge of benefits related regulations such as the Family Medical Leave Act, Workers Compensation, the Americans with Disabilities Act, and other state and federal regulations related to employee leaves of absence
- Excellent written and verbal communication skills

- Excellent organizational skills in collecting and processing information
- Good computer skills, including experience with spreadsheet programs, word processing, and HR information systems and databases
- Ability to present information in a clear and concise manner for individual and group meetings
- Ability to interpret and explain benefits policies, contracts, plan documents and related regulations and programs
- Ability to compile data and prepare reports
- Ability to work collaboratively as part of a team in overseeing and coordinating group benefits programs

Apply online at <https://isu.csod.com/ux/ats/careersite/5/home/requisition/1411?c=isu>

#### **Additional Information**

Please submit your CV/resume, cover letter, and list of three (3) professional references, including current contact information. This position will remain open until it is filled; however, priority consideration will be given to applications received prior to November 18, 2021. Salary will be \$41,226 per year. Benefits include comprehensive health, dental, and vision; life insurance; disability plan; employee assistance program (EAP); excellent retirement options and company contribution; and generous paid time off/sick leave accrual. All offers of employment are conditional pending the successful completion of a background investigation, provided by HireRight.