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<b>Job Title</b>	Campus Benefits Coordinator
<b>PVN ID</b>	RF-1904-003048
<b>Category</b>	Administrative Services
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Human Resources
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$59,014.49 - \$78,505.52
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 30, 2019 (Or Until Filled)

## General Description

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This is an administrative staff position reporting to the Corporate Benefits Manager in a team environment, and exercising limited independent judgment in the fulfillment of the duties and responsibilities assigned. This position is responsible for all benefit functions for field employees, including as liaison to our providers for troubleshooting, to other RF departments involved in benefits management, and assisting other HR teams as required.

## Other Duties

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- Assists the Corporate Benefits Manager in the administration and implementation of benefits, and related issues, as necessary or required
- Independently and with limited supervision:
  - Processes Health Insurance and Pension Documents
  - Reconciles health insurance enrollment reports
  - Responds to telephone, e-mail, written or in-person inquiries
  - Researches information in order to expedite responses
  - Troubleshoots between clients and RF providers
  - Communicates changes in any of the Human Resources areas to field personnel
  - Performs benefit orientations for field personnel at the campuses, as well as at the RF in groups and individually.
  - Visits campuses with other HR members for the purpose of educating employees and Pls/PDs regarding the proper information needed for benefits
- Covers for other Team members in their absence or breaks
- Assists other Human Resources Team members to alleviate heavy workloads
- Performs other duties and has other responsibilities, as assigned or necessary

## Qualifications

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- Associates Degree or equivalent credit hours toward a Bachelor's Degree in Human Resources area or related field from an accredited institution. (Bachelor's Degree preferred)
- Two years of experience in Human Resources/ Health and Pension Benefits/and customer service areas
- Excellent Math skills
- Excellent Computer skills required (Cyborg preferred)
- Excellent Customer Service skills
- Ability to exercise good judgment, solve problems and work independently
- Ability to be a Team player
- Ability to Instruct
- Excellent verbal communication and business writing skills
- Detail oriented
- Experience with Microsoft Word and Excel is necessary