

Benefits Specialist

Office of Human Resources

POSITION SUMMARY: Reporting to the Director of Human Resources, this position is responsible for employee insurance and retirement administration and assists with other Human Resource responsibilities.

ESSENTIAL FUNCTIONS:

- Maintain relationship with employee insurance and benefit vendors
- Contact for employee insurance questions – (all benefits except Defined Benefit plan)
- Conducts benefits orientation for new employees
- Set up and term insurance benefits in database
- Make changes to employee insurance benefits throughout the year and after open enrollment
- Enroll and term employees with insurance and benefit vendors
- Biweekly reconciliation of benefit withholdings and payment to vendors – including cafeteria plan withholdings, retirement contributions and withholding, health savings account withholdings
- Monthly reconciliation of benefit withholdings and payment to vendors Reconcile and Pay Biweekly – including health insurance and administrative fees, life insurance, long-term disability insurance, dental insurance, vision insurance, cancer insurance, cafeteria administrative fees, and others added.
- Coordination of Annual Benefits Fair and open enrollment
- Workers Compensation Administration
- Administration of life insurance and long-term disability claims
- Termination letter with benefits information to employees
- Update Benefits Programming in Banner
- Serve on Insurance Committee
- Update Insurance benefit forms
- Administer FMLA process

OTHER RESPONSIBILITIES:

- Assist with maintaining Human Resource webpage on Miss College website
- Assist with review and update of MC Policies
- Assist with administration of Defined Contribution Retirement Plan
- Assist with administration of Defined Benefits Retirement Plan (frozen plan)
- Assist with training for supervisors and employees
- Other duties assigned by Human Resource Director

DESIRED QUALIFICATIONS:

- Bachelor's degree in related field
- One year of benefit/insurance administration experience
- Ability to work with all employees
- Exceptional organizational skills
- Working knowledge of Microsoft Word and Excel
- Ability to provide training and speak in front of large group
- Commitment to the vision of Mississippi College

Reports to: Director of Human Resources

FSLA Status: Exempt