AUBURN
Human Resources

Dir, Employee Benefits

Job Description

JOB INFORMATION

Job Code	EB23
Job Description Title	Dir, Employee Benefits
Pay Grade	HR15
Range Minimum	$112,420
33rd %	$146,140
Range Midpoint	$163,010
67th %	$179,870
Range Maximum	$213,600
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	9/10/2026 10:51:55 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Benefits

JOB SUMMARY

This position provides strategic leadership and direction for Auburn University's employee benefits, retirement, wellbeing, and leave administration. Develops and implements comprehensive benefits strategies that support employee wellbeing, organizational effectiveness, regulatory compliance, and the University's talent objectives.

RESPONSIBILITIES

- Directs the administration, evaluation, design, implementation, and continuous improvement of employee health, welfare, retirement, leave, and wellbeing programs. Develops and executes a comprehensive benefits strategy that supports a diverse workforce operating across multiple states and jurisdictions while ensuring programs remain competitive, compliant, and aligned with institutional priorities.
- Serves as the University's senior benefits advisor and subject matter expert on employee benefits, retirement plans, leave administration, compliance requirements, and emerging industry trends. Provides consultation to university leadership and stakeholders.
- Oversees retirement programs and relationships with the Retirement Systems of Alabama, retirement plan vendors, and plan administrators. Ensures compliance, timely contributions, reporting accuracy, and participant support.
- Directs compliance and governance activities related to employee benefits, including ACA, HIPAA, COBRA, FMLA, Section 125, retirement plans, unemployment, disability programs, and other applicable federal, state, and local regulations. Oversees compliance strategies and operational requirements associated with administering benefits programs across multiple states and jurisdictions.
- Serves as chair for benefits governance committees and oversees plan reviews, strategy development, and policy recommendations.
- Oversees university leave programs including vacation, sick leave, FMLA, salary continuation, disability coordination, return-to-work programs, unemployment administration, and related services.
- Leads vendor management, contract negotiations, procurement support, service-level monitoring, and performance evaluation for benefits, retirement, wellbeing, and related service providers.
- Oversees benefits communications, open enrollment, new employee orientation, educational initiatives, websites, training programs, and outreach efforts.
- Develops benefits analytics, utilization reporting, compliance monitoring, and strategic recommendations to support budget planning and organizational decision-making.
- Provides leadership and direction to benefits staff through organizational planning, succession planning, employee development, and performance management activities.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In Accounting, Human Resources, Health Administration, Management, Business Administration, Industrial/Organizational Psychology or related field.	and	7 years of	Experience in implementing and administering employee benefits plans (including self funded health insurance and retirement plans) and complying with benefits-related laws/regulations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of payroll and benefit policies and procedures, accounting and budget principles, practices, and the analysis of financial data.	
Knowledge of relevant laws, regulations, guidance/policy related to benefits including but not limited to, COBRA, PHI, ACA, FMLA, Flexible Spending Accounts, retirement plans, and health plans, etc.	
Advanced understanding of human resources business environment of a large complex employer with basic understanding of policies and operating procedures.	
Preferred knowledge of Banner HR.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.