AUBURN
Human Resources

Coord, Benefits

Job Description

JOB INFORMATION

Job Code	EB35
Job Description Title	Coord, Benefits
Pay Grade	HR07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	7/9/2026 10:39:55 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Benefits

JOB SUMMARY

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

RESPONSIBILITIES

- Responsible for administrating various employee benefit programs, including group health, dental, vision, accident, disability, life insurances, flexible spending accounts (FSA), health savings accounts (HSA), retirement plans, COBRA coverages, and wellness benefits; determines employee and dependent eligibility, processing elections, terminations, and changes; ensures notice requirements; maintains and retains records while complying with reporting requirements. Educates employees who are entering retirement, processes and certifies retirement applications to The Retirement Systems of Alabama (RSA)/Teachers' Retirement System (TRS) and verifies and confirms receipts of such documents with RSA.
- Participates in renewals and plan analysis, coordinates open enrollment activities and events, and assists with electronic enrollment system administration and HRIS/HRM/ERP systems, including the set-up and updates for benefit plans and file feeds.
- Administers Family and Medical Leave Act (FMLA), Paid Parental Leave (PPL) in states where such programs are required, and disability type leave programs, to include but not limited to, managing notice requirements, acquiring and processing documentation; handles correspondence with employees and supervisors; tracks leave; coordinates return to work; manages recordkeeping.
- Counsel employees and processes applications and accompanying paperwork for benefit coverage purposes.
- Processes payments for benefits, billing reconciliations, and maintains financial records.
- Supports the review and harmonization of benefit policies, procedures, and plans, while maintaining compliance, readiness and flexibility to adapt to any future HR system changes. This includes being capable of adapting to technology to enhance compliance needs and employee experience.
- Research and maintains up-to-date knowledge of all relevant laws, regulations, and policies related to University benefits including ACA, COBRA, FMLA, FSA, HIPAA, Section 125, 403(b)/457(b) voluntary retirement plans, pension plans, Medicare and benefit offerings
- Assists with benefits orientation programs and events, both virtual and in-person, general communications regarding benefit plans and wellbeing programs.
- Provides support to benefits and payroll units and may perform other job-related duties as assigned.

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

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	No specific discipline.	and	4 years of	Experience in benefit administration, which includes retirement plans such as 403(b), 401(k) and pension plans, health and welfare plans, and leave (e.g. FMLA, PFL, etc.); experience in benefits administration and Enterprise Resource Planning systems; integration with payroll processes plus; and effective communications.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge: State and federal laws and regulations relating to employee benefits and administration.	
Innovative Thinking: Demonstrated ability to think creatively and identify unique solutions for streamlining processes. Candidates should be comfortable challenging conventional approaches and proposing improvements that enhance efficiency.	
Stakeholder Collaboration: Ability to collaborate effectively with cross-functional teams, employees, management, and external vendors while communicating clearly, coordinating priorities, and delivering responsive, professional service to stakeholders at all levels.	
Communication: Ability to create, refine and deliver clear, accurate, and compliant employee communication campaigns regarding new and current employee benefits and other programs, including the use of AI and similar technology to assist and refine such effort.	
Analytical and Problem-Solving Skills: Strong analytical skills to assess current workflows, identify bottlenecks, and recommend data-driven process improvements.	
Adaptability: Willingness and capability to adapt quickly to new technologies, processes, and organizational changes.	
ERP/HRM/HRIS and Benefits Administration Systems Experience: Comprehensive understanding and practical experience with HR and Benefit administration systems, such as Banner (Ellucian), UKG, and Selerix is essential. This includes system configuration, data management, program administration, and compliance management. In addition, preferred candidates will have supported an administration system conversion to a system such as Oracle or Workday. This includes familiarity with migration strategies, testing procedures, and change management, best practices, highlighting the ability to integrate benefits systems within broader enterprise environments as needed.	

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		
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.