

## *Job Description Example*

### **NOVA SOUTHEASTERN UNIVERSITY**

#### **Job Description**

**POSITION TITLE:** Benefits Specialist

**POSITION #:**

**DEPARTMENT:** Human Resources

**REPORTS TO:** Senior Benefits Manager

**STATUS:** Exempt

**JOB LEVEL:** EX86

**DATE:** October, 2004

**PRIMARY PURPOSE:** Assists in administering the employee benefit programs, including life, medical, dental, disability, retirement, Workers' Compensation, and flexible spending; leaves of absence. Conducts Orientation sessions and group benefits reviews.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Counsels and enrolls new employees in benefit programs.
2. Conducts orientation benefits presentations.
3. Investigates and resolves problems associated with all benefit programs.
4. Counsels terminating employees on benefits conversion, notifies carriers, and implements COBRA requirements.

#### **MARGINAL JOB FUNCTIONS:**

1. Keeps current in developments and trends in employee benefits, including conducting market surveys, etc. by attending workshops/seminars; reading professional literature.
2. Travels by private and/or commercial transportation to various locations for University business and/or professional development.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Excellent judgment and decision making ability.
2. Knowledge of benefit programs and applications.
3. Ability to review, understand, and apply concepts presented in training programs, conferences, and/or professional literature.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree.
2. Two to four years professional benefits experience.
3. Excellent communication and presentation skills.
4. Computer literate with data base, word processing, and spread sheet application experience.

**OTHER PREFERRED QUALIFICATIONS:**

1. Benefits experience in the human resources department of a public or private academic institution.