Job Vacancy Notice

Job Title: Benefits Specialist
Job ID: 14249
Location: John Jay College
Regular/Temporary: Regular

POSITION DETAILS

Reporting to the Executive Director of Human Resources, this excluded position will be the lead professional staff member of the Benefits Unit, supervising one full time staff.

The Benefits Manager will be responsible for the following duties in addition to the general duties:
- Provide employee benefits counseling, ensure timely and accurate advice to employees on issues and questions relating to benefit plans and programs.
- Conduct new hire benefits orientations and ensure timely enrollment in benefit plans and programs.
- Review and process employee enrollment, status and election changes, and terminations of coverage.
- Process Long-Term Disability and Life Insurance Claims, monitor processing to ensure timely and accurate claim.
- Investigate and resolve benefits issues, anticipate problems whenever possible, and develop, recommend, and initiate appropriate steps for resolutions.
- Prepare announcements to employees as it relates to benefits education deadlines and changes in payroll deductions.
- Serves as the liaison for the Transit Benefit processing (Wage Works).
- Determine eligibility for FMLA, provide employee with forms and policy.

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate School of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

Other Qualifications
Bachelor's degree in Business Administration, Human Resources Management, Public Health/Management or other closely related field with at least 18 credits, directly related coursework. Master's degree in Human Resources and/or certification highly preferred.

At least four years of full time progressively responsible experience in a benefits administration capacity to include at least two years of supervision, preferably with NYC/NYS benefits programs and/or unionized environments. Experience to include: employee counseling, participation in benefits orientations and communication/marketing of benefit programs as well as third party enrollment, processing, reporting and customer service concerns as well as unit oversight and supervision.

CUNY TITLE OVERVIEW

Organizes and provides employee benefits programs for faculty and staff and coordinates benefits matters on behalf of a College or Unit.

- Counsels and assists staff on employee benefits matters
- Designs, creates, and conducts workshops and employee meetings related to benefits and benefits changes, including the annual open enrollment period

- Administers College benefits, providing information to carriers, retirement systems, welfare funds, and others as needed, managing data accuracy and completeness

- May coordinate complex programs, such as worker’s compensation or leaves of absence

- Compiles data, monitors benefits statistics, prepares required and ad hoc reports, and conducts routine periodic audits of data entry for the College, CUNY Central, and outside parties as needed

- Represents the College at University benefits related meetings

- Develops and maintains employee benefits manuals, newsletter, policy descriptions, and other needed materials; maintains benefits-related information on College web site

- Maintains accurate, confidential employee records

- Performs related duties as assigned.

Job Title Name: HR Benefits Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Compensation: Commensurate with education and experience

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information. Please submit resume and cover letter.

CLOSING DATE

February 3, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.