

# UNIVERSITY OF DALLAS

Job Number: 0053UD

## Benefits Specialist

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### WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

### JOB DESCRIPTION

UD is currently seeking a Benefits Specialist to handle employee benefits and benefits-related vendors and provides advice and counsel to university employees on matters pertaining to benefits, leaves, and tuition waiver or exchange. This individual will ensure that the benefits program meets federal and state laws and required filings.

### PRIMARY RESPONSIBILITIES

- Administer employee benefits programs in compliance with federal and state laws, including, but not limited to, retirement plans, health & wellness plans, COBRA, health care spending accounts, long and short-term disability, tuition waiver, and exchange programs, and dental and vision plans.
- Process worker's compensation, leaves of absence, unemployment claims, and tuition waiver & exchange programs.
- Manage the day-to-day administration of benefits processes by overseeing administrative tasks, responding to employee questions, researching employee issues, and monitoring and coordinating benefits communications.
- Serve as a contact for employees and supervisors regarding workplace accidents and injuries. Provide guidance and instruction, document accidents and injuries, and ensure appropriate follow-up action.
- Coordinate annual open enrollment for all eligible employees. Manage communication and provide information and training to faculty and staff on benefits plans.
- Partner with vendors to ensure seamless delivery of various products and services. Ensure benefits data is accurate for all employees.
- Process monthly billing from all benefit providers. Review billings for accuracy, coding, and payment. Resolve discrepancies with carriers, payroll, and the University.
- Under the direction of the CHRO, coordinate and implement Wellness Program activities to increase employee interest and engagement.
- Manages Employee Appreciation Week committee and coordinates activities.

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- Other duties as assigned to ensure the efficient and effective operation of the Office of Human Resources.

## MINIMUM REQUIREMENTS

- Bachelor's degree in Human Resources, business, or a related field is required.
- Two years experience in human resources, with direct employee benefits administration experience.
- Experience using HRIS software related to HR and/or benefits.
- Knowledge of relevant regulatory concepts such as FMLA, ADA, HIPPA, and COBRA.
- Proficiency in MS Office applications (e.g., Word, Excel, Access).

## PREFERRED QUALIFICATIONS

- Banner experience preferred.

## ADDITIONAL INFORMATION

- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills and ability to develop effective working relationships with individuals across organizational levels.
- Ability to work as part of a team in a service-oriented environment.
- Strong presentation skills in individual and group settings.
- Knowledge of best practices relating to training and performance management.
- This is a 30-hour-per-week position.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**