



UNIVERSITY OF DALLAS

Benefits Manager
Human Resources

Job Number: 4029UD
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WHO WE ARE

The University of Dallas is a private university that leads in academics and has been 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 top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Benefits Manager who will be responsible for the overall design, implementation, communication, and administration of the university's benefits programs. This individual will have the opportunity to perform audits, prepare required reports, and maintain personal contact with employees and vendors to ensure benefits programs are consistently administered in compliance with policies and government regulations. This individual will also act as the primary operational liaison to CARES.

PRIMARY RESPONSIBILITIES

- Administer employee benefits programs including, but not limited to, retirement plans, health and wellness plans, COBRA, health care spending accounts, long and short-term disability, tuition waiver and exchange programs, and dental and vision plans.
- Serve as the subject matter expert for worker's compensation, leaves of absence, unemployment claims, and tuition waiver and 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.
- Assure university compliance with applicable federal and state laws, including requisite filing and audits.
- Plan and organize wellness events including vendor presentations, health screenings, blood drives, and flu vaccine clinic.
- Process monthly billing from all providers, review billings for accuracy, coding and payment, and resolves discrepancies with carriers, payroll, and the university.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.



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MINIMUM REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Significant experience in benefits design and administration.
- Knowledge of federal and state employment laws including FMLA, COBRA and health care reform.
- Operating knowledge of HRIS and payroll functions.
- Experience and aptitude working with data management systems, such as Banner.
- Proficiency in Microsoft Office Suite, and ability to create and manipulate spreadsheets and analyze quantitative data.

PREFERRED QUALIFICATIONS

- Master's degree, PHR/SPHR or other professional benefits certification

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; free tuition 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 is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.