



Benefits Specialist

Job Code: 6588

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Advises and counsels faculty, staff, and students regarding health benefits. Determines actions to be taken handling all but unusual cases.

- Responsible for processing and verifying large quantities of data to maintain accurate health coverage records.
- Conducts one-on-one benefits counseling with Staff, Faculty, and Students.
- Completes paperwork regarding child support enforcement and answers inquiries regarding child insurance benefits.
- Conducts benefits orientation.
- Investigates the reason for wrongful health charges.
- Prepares weekly invoice of claims for payment from insurance providers.
- Monitors and updates coverage and corrects charges for Faculty, Staff, and Students, as well as their dependents.
- Explains details of health plan coverage dates, premiums, open enrollment, waiver applications through email, phone calls, or in person.
- Sets up payroll deductions with dependent coverage to be deducted from paychecks.
- Assists retirement as needed and during peak times.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 12 months of Human Resources and/or Benefits experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office (Word, Excel, and Outlook)
- Detail oriented for accuracy of data and information
- Ability to conduct employee presentations
- Ability to communicate verbally and in writing
- Excellent organizational skills
- Proficient computing complex payroll deductions and payroll adjustments for benefits

Working Conditions

Physical:

Sit for prolonged periods. Use of a computer, calculator, and telephone. Ability to engage in repetitive motions. Communicate effectively and listen.

Environmental:

Standard Office Environment. Frequent exposure to pressure caused by deadlines and busy periods. Requires contact with Staff, Faculty, Students, other departments and University officials.

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