



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>Benefits and Office Manager</i>	Wkly. Hrs./Weeks:	40+/52
		Pay Grade:	
Department:	Human Resources	Classification	
Reports To:	Human Resources Director	Effective Date:	06/15/18

SUMMARY

Coordinates the planning and administration of the University & Seminary employee benefit programs, including life insurance, health care coverage, disability, retirement, and other related programs. Recommends changes in benefit policies and programs to maintain the institution's objectives and competitive position in the marketplace. Coordinates with existing and/or potential insurance carriers and other benefit vendors. Additionally, this person will input all employee changes in ADP, create forms, be the point contact person to faculty, staff and the public.

- ESSENTIAL FUNCTIONS**
- Oversee variety of file sections in the office (personnel, insurance, terms, insurance plans, applications received, other)
 - Supervise HR Assistant
 - Maintain effective office hours for best employee customer service
 - Provide timely responses to employee questions, needs and inquiries
 - Assist employees/departments with knowing timeline and forms needed for their individual or department functions
 - Instruct employees/departments of appropriate policies and procedures and assist in helping them successfully accomplish their goals within these guidelines
 - Process paperwork and provide to payroll in timely fashion
 - Interface with departments on both campuses, staying aware of campus/department/employee needs, remaining accessible to employees and providing timely assistance as needed
 - Track employee changes (hires, changes, separations, benefits, etc) to enable accurate and timely processing
 - Maintain office supplies
 - Have working knowledge of accounting/budget procedures and timeline
 - Maintain employee handbook; ensure current version is posted on ADP
 - Oversee hiring process, from managing job postings to handling new employee onboarding
 - Manage all employee benefit-related information, procedures, administration, billing, etc.
 - Assist departments with employee changes, including processing of appropriate paperwork, updating campus systems, notification of appropriate personnel, and any other change-related adjustments required.
 - Responsible for input and management of all employee records and information in ADP
 - Process employee separations
 - Maintain HR forms for availability to and best functionality for employee and processor; create new forms or update current forms as needed to reflect current policies, information requirements, etc.
 - Oversee annual rideshare survey completion
 - Create and distribute monthly employee newsletter
 - Manage various tuition-related benefit programs
 - Regular attendance is essential
 - Other duties as assigned

COMPETENCIES

- Ability to use independent judgment and to manage and impart confidential information
- Knowledge of laws, regulations, methods, and techniques in area of specialty
- Ability to provide technical advice and information to faculty and staff in area of expertise
- Knowledge of Medicare policies, regulations, processes, procedures, and documentation
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Employee development and performance management skills
- Ability to effectively manage time and schedules
- Ability to foster a cooperative work environment
- Ability to plan and evaluate programs
- Knowledge and understanding of both defined benefit and defined contribution retirement plans and associated IRS regulations
- Comprehensive knowledge of state retirement and related medical assistance programs, agencies, and resources
- Ability to implement and test benefits plans on ERP systems
- Ability to gather and analyze statistical data and generate reports
- Ability to manage contractual arrangements
- Ability to analyze problems and develop creative solutions to complex employee and/or student benefits issues
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Strong verbal and written communication skills and the ability to present information effectively to groups
- Ability to work under pressure and meet deadlines
- Ability to make administrative decisions and judgments
- Knowledge of the following systems or programs is preferred: Microsoft Suite (Word, Excel, Publisher), ADP, Adobe Pro, PowerCampus, Microsoft Teams, ShareFile

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Bachelor's degree preferred.
- Experience: 3+ years in an HR office in an educational institution preferred
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Have computer proficiency.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

WORKING CONDITIONS

List general working conditions for this position:

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

To be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.