



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Benefits Coordinator

**PERSONNEL STATUS:** PIN/Exempt

**DEPARTMENT:** Human Resources

**OPEN DATE:** February 5, 2015 **Revised**

**CLOSING DATE:** Open Until Filled **Initial Screening February 18, 2015**

**Responsibilities:** Performs daily benefits functions for faculty and staff; receives, reviews and processes enrollment benefits, retirement and worker's compensation forms; aggressively and consistently communicates benefits changes to faculty and staff via memo, website, training, briefings, posters and through other technologically innovative modes; researches, analyzes and consolidates data for reports, such as tuition remission, open enrollment, retirement, workers' compensation and OSHA; administers the USM Tuition Remission Program; closes out benefits files for regular and contingent II employees who terminate from the University; makes changes related to salary, transfers and other personnel action for contingent II employees in PeopleSoft; assists in establishing and updating human resources files and databases; reviews and audits data for accuracy; coordinates benefits programs such as New Hire Orientation, Open Enrollment Seminar, Pre-Retirement Seminar and other programs as assigned; assists in coordination of disability leave, maternity leave, and Family and Medical Leave; prepares correspondence and recurring reports; contributes to the Office of Human Resources HR4U newsletter; attends the System-wide Benefits Coordinators' meetings and completes associated system reports.

**Qualifications:** Bachelor's Degree required. Minimum three (3) years of human resources experience including knowledge of benefits. State of Maryland benefits experience is a plus; PHR, SPHR or other certification in Human Resources desirable. Thorough knowledge of human resources practices and procedures; strong customer service skills; ability to multi-task; skilled in using computers and software; ability to communicate effectively both orally and in writing; ability to provide guidance and training to others; maintains poise and courtesy under pressure; handles sensitive and confidential matters with discretion and tact; accurately performs mathematical computations; operates standard office equipment.

**SALARY: \$45,000 - \$50,000**

**RANGE: II**

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

Office of Human Resources  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715  
JOBS@bowiestate.edu

**Bowie State University is an Equal Opportunity/Affirmative Action Employer**  
*Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.*

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

***In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.***