Job Title: Assistant Manager, Employee Benefits

BCAT Code: 09GD04  Effective Date: July 15, 2013
Band/Zone: G16   FLSA Status: Exempt  Revision Date: July 15, 2013

General Description
Supports the efforts of the benefits unit in Human Resources (HR) to educate University employees and retirees on new healthcare related regulations, and assists in the implementation of procedures and protocols associated with the Affordable Care Act.

Examples of Duties
- Assists the Manager in retirement counseling of University employees and retirees.
- Assists with providing content expertise in benefits design and administration.
- Supports the implementation of a benefits information management system and benefits programs.
- Provides benefits counseling services.
- Assists in the coordination of vendors for Benefits Fairs.
- Assists in providing services to University employees and retirees during the annual open enrollment.
- Provides Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) counseling and assistance.
- Supervises the Benefits staff.
- Serves as the lead in the implementation of the new Affordable Care Act.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of federal and state employment laws and regulations that impact HR activities.
- Knowledge of benefits offerings.
- Knowledge of word processing, spreadsheets, and database software.
- Effective organizational skills.
- Skilled in negotiating benefits offerings.
- Ability to work under pressure and handle stressful situations.
- Ability to communicate effectively verbally and in writing.
- Ability to supervise others.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.