HUMAN RESOURCES BENEFITS COORDINATOR

RESPONSIBILITIES

• Meet with new full-time and part-time eligible employees and review benefits package with them
• Update all benefit elections and changes for employees in PeopleSoft program of Employees Retirement System (ERS) and POISE benefits and payroll program during the employee’s initial enrollment, summer enrollment, or qualifying life event
• Maintain leave transactions including sick, vacation, compensatory, and personal leave for all full-time employees
• Audit time sheets against leave request forms and calculate compensatory time for entry in the leave system
• Organize Summer Enrollment Fairs with ERS when held on campus
• Keep abreast of all insurance changes and communicate information to employees regarding changes and annual enrollment
• Maintain and verify all changes sent by ERS through daily and monthly reports in the POISE benefits and payroll program
• Balance all insurance accounts with ERS and general ledger
• Collect and deposit insurance payments for Board members and other employees on an unpaid status
• Prepare payment authorizations for reimbursement of insurance premiums for retirees and insurance companies
• Prepare and maintain monthly reports including FMLA, Part-Time Benefits, Monthly Report of Health Insurance payments, Leave Balance Reports to Supervisors, and Tex Flex
• Organize annual benefits fair for Midland College employees
• Assist HR Coordinator with workers compensation reports and claims
• Serve as backup to the Secretary to the Director of Human Resources/Payroll
• Other duties as assigned

QUALIFICATIONS

REQUIRED:

• Associate’s degree or equivalent combination of education and closely related experience
• Minimum one year human resources experience
• Computer literacy, including proficiency with Microsoft Word and Excel, 10-key by touch
• Excellent communication skills
• Strong time management skills and ability to meet deadlines
• Must be a self-starter, detail oriented, and have strong organizational skills
• Must be able to multitask
• Strong problem analysis and problem resolution skills
• Ability to maintain confidentiality
• Must be able to work extended hours as needed

PREFERRED:

• Bachelor’s degree
• Employer insurance experience

SALARY

$2,875.00-$3,125.00 per month. Salary is commensurate with educational qualifications and experience. Excellent fringe benefits. Review of applications will begin June 22, 2016.

APPLICATION

Interested candidates should send a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to: applymc@midland.edu

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.