

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Benefits	<b>Job Code:</b>	44121
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	4000 Business / Administrative Division	<b>Date:</b>	12/12;5/08;1/04;1/02;

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**Job Summary:**

Coordinate the administration of the University's benefit plans. Assist employees with all University benefits.

**Essential Functions:**

20-35% Assist the administration of the University's benefit plans.

15-35% Maintain and process employee benefit records and prepare required reports. Responsible for premium statement reconciliation and administering vacation, sick leave reporting and COBRA administration.

15-25% Solve problems and perform troubleshooting duties while answering questions for employees, benefit vendors and legal representatives.

5-20% Administer and/or assist with open enrollment. May assist in the development of employee benefits booklets and other benefit communications.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience working with general employee benefit plans and concepts. Strong communication skills, problem solving skills, and computer skills including spreadsheet, word processing and database capabilities required. Ability to explain complex issues to employees and vendors required. Ability to maintain confidentiality required.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.