

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Benefits Counselor **SALARY GRADE:** HU-10
DATE REVISED: December 1, 2014 **EEO CODE:** 02
JOB CODE: 2606 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position primarily includes responsibility for counseling, educating employees, retirees and other stakeholders on HU benefits. Including advising clients on benefits options available, assisting clients enroll in various university sponsored benefits programs.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others and assigning and reviewing their work. May also be responsible for acting in a lead or senior capacity over other positions performing essentially the same work or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts include senior executives and other staff within the university. External contacts are with a very wide variety of executives at other institutions of higher education and public and private sector organizations.

PRINCIPAL ACCOUNTABILITIES: Counsel employees, retirees and other stakeholders on matters concerning eligibility and options with regard to the University sponsored benefits programs.

Responsible for providing benefits orientation to new employees, open enrollment and as needed.

Process benefits enrollments, STD, LTD & death claims, benefits cancellation and other administrative benefits related activities.

Inform clients regarding COBRA rights and provide retirement benefits, if necessary, to departing employees.

Require working knowledge of benefits administration procedures and best practices including expert level understanding of applicable federal and local laws (COBRA, HIPPA, FMLA, HIPPA etc.).

Responds to sensitive, complex and difficult inquires from management, employees and the general public concerning benefits matters, and resolves problems or issues arising from such inquiries.

Perform other job-related duties as assigned.

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CORE COMPETENCIES: Working knowledge of federal, state and local laws and regulations affecting human resources including but not limited to ERISA, COBRA, HIPAA, ADA, FLSA, and FMLA.

Knowledge of PeopleSoft 8.9 Preferred.

Must have excellent written and oral communication skills and be able to communicate effectively to a diverse audience.

Skill in planning, analyzing and coordinating activities and establishing priorities.

Skill in the use of personal computer/software.

Ability to problem solve and make decisions

Ability to effectively communicate.

The ability to work effectively with people from a variety of culturally diverse backgrounds.

MINIMUM REQUIREMENTS: Bachelor's degree in human resource management, business administration or related field and 1-3 years of administrative experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management