

## **Benefits Manager – Job #6868 in HR-Benefits**

### **Summary**

Directs the design, analysis, implementation, administration, and communication of health and welfare, retirement and disability programs. Manages the benefits staff in analysis and administration of the benefits program. Serves as an internal benefits expert to campus HR and University leadership.

### **Minimum Requirements**

Bachelor's degree or equivalent training and experience; Four years experience in people management, project Management, and benefits management including experience in benefits pricing, negotiation and vendor management. ; Demonstrates expert knowledge of benefits programs, practices and philosophy. Thorough knowledge of benefits laws and regulations, including FMLA and ERISA. Advanced project management skills including ability to lead teams in process improvement initiatives, delivering timely results on budget. Effective presentation skills. Excellent written and oral communication skills. Excellent data analysis skills. Intermediate computer skills, including Microsoft Office Suite; Ability to travel to other campus locations which may require air travel; requires bending lifting (reams of papers, etc.); Generally normal office conditions. Close contact with a computer monitor for extended periods of time; Ability to pay close attention to detail, meet inflexible deadlines, remain calm during difficult situations, work under pressure and work with frequent interruptions; Weekend and evening hours required;

### **Preferred Requirements**

Master's degree or equivalent training and experience; Certified Employee Benefit Specialist (CEBS); Seven years experience in people management, project management, and benefits management.

**TO APPLY:** Please go online to <http://www.cmu.edu/jobs> and apply to **Job #6868**.

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