

Director, Benefits and Wellness (SHRM LI Job Posting)

The Director, Benefits and Wellness will be responsible for administering, automating, and implementing competitive benefit programs to attract, engage and retain employees while balancing their needs with the needs of New York Institute of Technology. The Director, Benefits and Wellness will be a primary point of contact for employee inquiries and must also have strong operational skills, be “hands-on”, and responsible for ensuring the transactional, day-to-day operations of the benefits function are accomplished.

Working collaboratively with the HR team, IT, Finance, General Counsel and other internal departments, external vendors and consultants, the Director, Benefits and Wellness will monitor plan design, cost structure, funding/vendor strategy and regulatory compliance while supporting the institution’s strategic objectives. The Director, Benefits and Wellness will be a subject matter expert (SME) in all aspects of domestic and global (Canada) Health & Welfare Plan administration, automation, design and communications and will build strong relationships, generate trust, and build a high degree of credibility with senior leadership and campus partners to ensure efficient and effective operation of all benefit programs.

Key Responsibilities

- Provide leadership, expertise, advice and direction on health, welfare, and retirement programs, including but not limited to plan design, development, automation, implementation and administration of Medical, Dental, Vision, Life, LTD, and 403(b) plans for union and non-union staff.
- Build and implement internal benefits related workflows to align sound practices with benefits and departmental strategy. Develop, write and design benefit related policies and procedures and ensure proper implementation and communication of those policies.
- Audit workflows and reconciliations to ensure data accuracy and compliance while identifying ways to take full advantage of options to minimize manual interventions and optimize automated processes.
- Review and analyze changes in federal, state and local laws pertaining to benefits, and report necessary or suggested changes to management.
- Demonstrate a high level of customer service to the campus community by providing timely responses, information, and support to faculty, staff and retirees on all aspects of Health & Welfare programs. Develop and direct strategies on internal and external customer service.
- Communicate the value of benefit offerings and programs to the larger campus community.
- Serve as the primary point of contact for benefits vendors. Manage relationships and the exchange of information with insurance carriers and external brokers for claim and utilization data, enrollment information and negotiating renewals. Ensure payments are processed in a timely manner, providing report metrics for periodic and annual reporting.
- Oversee the administration of all types of Leaves of Absence. Manage eligibility and the overlap of regulations and be able to communicate complex policies and regulations to employees and family members. Develop processes to monitor and maintain communication with employees and managers regarding their leaves.
- Ensure compliance with relevant federal and statutory regulations and requirements, including but not limited to FMLA, ERISA, COBRA, HIPAA, etc., for assigned employee benefit programs. Oversee ACA processing and ensure all legally required plan notices are distributed in accordance with regulations. Supervises preparation of reports and applications required to

be filed with agencies, such as Internal Revenue Service, Department of Labor, insurance commissions, etc.

- Work with internal and external partners to develop ways to measure and report on the effectiveness of existing benefits programs and be able to articulate assessments to leadership. Benchmark health and welfare data to determine industry trends and best practices.
- Monitor current health and wellness programs (domestic and global) and review market trends, legislative, tax and social changes that impact current and future programs.
- Evaluate and compare existing company benefits with those of peer employers by developing a network of benefits professionals, and analyzing other plans, surveys and other sources of information.
- Ensure compliance by promptly and accurately advising insurance carriers, trustees, other vendors and regulatory agencies of plan changes.
- Responsible for benefits audits.
- Review benefits programs and wellness initiatives to support the diverse needs of faculty and staff.
- Oversees the tuition remission and tuition exchange programs.
- Support HRIS with all new benefits implementations and testing.
- Achieve financial objectives by preparing the benefits and department operational budgets; scheduling expenditures; analyzing variances; initiating corrective actions.
- Prepare special reports by collecting, analyzing, and summarizing information and trends.

Qualifications

- Minimum of a Bachelor's Degree required. MBA or Master's degree in HR preferred.
- Certified Benefits Professional (CBP) Certification highly preferred.
- Minimum 10 years prior experience with employee benefits administration including: medical, dental, vision, life, disability, voluntary, retirement and leave of absence. Higher Education or nonprofit experience preferred.
- Minimum of 3 years in management capacity supervising staff.
- Extensive Vendor Management experience
- Experience with self-funded medical plans and their unique financial implications
- In-depth knowledge of FSA/ HSA programs, COBRA, HIPAA, FMLA and related laws, and IRS and other agency reporting requirements.
- Advanced knowledge of Excel required
- Excellent people skills. Ability to sincerely connect with all employees with an understanding and appreciation for differences and unique situations.
- In-depth understanding of the structure and capabilities of one or more HRIS. Experience with Oracle and/or Workday preferred.
- Experience with HCM/HRIS implementations highly preferred.
- Adaptable and flexible to changes in workload and priorities, plus the ability to work independently and initiate, prioritize and identify solutions. Great teammate with a strong commitment to build a positive and versatile work environment
- Strong attention to detail and project management skills
- Strong presentation skills; can speak across various forums and to broad and diverse audiences required

New York Institute of Technology offers numerous opportunities to enhance personal and professional growth and provides employees with a competitive compensation and benefits program inclusive of generous paid time off, holidays, tuition remission, and retirement plans with employer contributions.

New York Institute of Technology is an Equal Opportunity Employer – M/F/Veteran/Disability/Sexual Orientation/Gender Identity

The health and safety of our community is the highest priority. As such, New York Institute of Technology is requiring all newly hired employees to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be reviewed and considered in accordance with applicable law.