

Employee Benefits Coordinator

Position Summary

The **Employee Benefits Coordinator** acts as the liaison between the employee and the health, welfare and retirement programs. In this role, the Benefits Coordinator is responsible for processing a high volume of benefit related transactions (enrollments, changes, retirements, etc.) and must be highly organized with great attention to detail while ensuring strict adherence to Department of Civil Service, SUNY and New York State plan protocols for processing.

Duties of the Employee Benefits Coordinator include the following but are not limited to:

- Process health insurance transactions and retirement plan enrollments.
- Conduct new employee orientation and initiate follow up to ensure timely receipt of enrollment forms.
- Provide high level customer service in person or by phone to assist employees with benefit related questions and issues.
- Act as a liaison between insurance carriers and employees to assist with resolution of complex issues.
- Assist with processing tuition reimbursements.
- Process and approve enrollments into the retirement plan offerings.
- Keep abreast of changes in plan offerings and make necessary updates/revisions to information shared with employees.
- Conduct conferences with employees pending retirement.

Qualifications

Required Qualifications: BA/BS. At least 1 year of full time administrative/clerical experience. At least 6 months of HR and/or employee benefits administration experience. Strong customer service, writing, problem-solving skills. Must be able to interpret and explain complex information. Strong computer and spreadsheet skills. Strong attention to detail. Working knowledge of Microsoft Excel and other Microsoft applications.

Preferred Qualifications: Bachelor's degree in Human Resources, Business or Health-care Administration or related field. SHRM Certification. Prior experience effectively working in a high volume benefits area conducting all facets of benefits administration; public sector experience, specifically public sector retirement and benefits.

Special Notes: Resume/CV and should be included with the online application.

In accordance with the New York State Department of Health (DOH) regulation that all hospitals and nursing homes “continuously require all personnel to be fully vaccinated against COVID-19,” Candidates who are not already partially

vaccinated must obtain the first dose of the vaccine within three (3) calendar days of acceptance of conditional job offer and must obtain any subsequent doses in accordance with the vaccine protocol, including booster vaccines. Candidates who are partially vaccinated, but not yet fully vaccinated, must complete their vaccination series within three (3) calendar days of job offer or in accordance with vaccine manufacture protocol, whichever comes later.

The regulation also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The regulation allows for limited exemptions with reasonable accommodations, consistent with applicable law.

Posting Overview: This position will remain posted until filled or for a maximum of 90 days. An initial review of all applicants will occur two weeks from the posting date. Candidates are advised on the application that for full consideration, applications must be received before the initial review date (which is within two weeks of the posting date).

If within the initial review no candidate was selected to fill the position posted, additional applications will be considered for the posted position; however, the posting will close once a finalist is identified, and at minimal, two weeks after the initial posting date. Please note, that if no candidate were identified and hired within 90 days from initial posting, the posting would close for review, and possibly reposted at a later date.

- Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.
- All Hospital positions maybe subject to changes in pass days and shifts as necessary.
- This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
- This function/position maybe designated as “essential.” This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

Prior to start date, the selected candidate must meet the following requirements:

- Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services*
- Complete electronic reference check with a minimum of three (3) professional references.
- Successfully complete a 4 panel drug screen*
- Meet Regulatory Requirements for pre employment screenings.
- Provide a copy of any required New York State license(s)/certificate(s).

Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

***The hiring department will be responsible for any fee incurred for examination.**

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the University Office of Equity and Access .

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be

viewed[https://nam03.safelinks.protection.outlook.com/?url=https://www.stonybrook.edu/police/&data=02 | 01 | Jennifer.Coppola@stonybrookmedicine.edu | 66fb74ae10a54d3d0de408d83330b5bd | eafa1b31b194425db36656c215b7760c | 0 | 0 | 637315631595152065&sdata=mpKfBSnyr1z2wH1hsX1OZx8WpTGfXBWUtZGtNgcVHA4=&reserved=0](https://nam03.safelinks.protection.outlook.com/?url=https://www.stonybrook.edu/police/&data=02%2001%20Jennifer.Coppola@stonybrookmedicine.edu%2066fb74ae10a54d3d0de408d83330b5bd%20eafa1b31b194425db36656c215b7760c%200%20637315631595152065&sdata=mpKfBSnyr1z2wH1hsX1OZx8WpTGfXBWUtZGtNgcVHA4=&reserved=0).

Visit

[https://nam03.safelinks.protection.outlook.com/?url=https://www.stonybrook.edu/com/mcms/jobs/working-here/index.php&data=02 | 01 | Jennifer.Coppola@stonybrookmedicine.edu | 66fb74ae10a54d3d0de408d83330b5bd | eafa1b31b194425db36656c215b7760c | 0 | 0 | 637315631595162058&sdata=ZMQ4vxW3YJskjj9Bz8qRsx4asFKLh2k5y/KiPzFDhdE=&reserved=0](https://nam03.safelinks.protection.outlook.com/?url=https://www.stonybrook.edu/com/mcms/jobs/working-here/index.php&data=02%2001%20Jennifer.Coppola@stonybrookmedicine.edu%2066fb74ae10a54d3d0de408d83330b5bd%20eafa1b31b194425db36656c215b7760c%200%20637315631595162058&sdata=ZMQ4vxW3YJskjj9Bz8qRsx4asFKLh2k5y/KiPzFDhdE=&reserved=0) page to learn about the **total rewards** we offer.

Job Number: 2204388

Official Job Title: Personnel Assistant

Job Field: Human Resources

Primary Location: US-NY-East Setauket

Department/Hiring Area: Human Resources

Schedule: Full-time Shift :Day Shift Shift Hours: 8:30 AM - 5:00 PM Pass Days: Sat, Sun

Posting Start Date: Nov 16, 2022

Posting End Date: Feb 14, 2023, 8:59:00 PM

Salary: Commensurate with experience

Salary Grade:MP6

To apply, visit <https://apptrkr.com/3692473>

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