



## **JOB DESCRIPTION- EMPLOYEE BENEFITS COORDINATOR**

### **General Description/Primary Purpose**

The Employee Benefits Coordinator provides administration of group benefit programs for all eligible faculty, staff, and retirees; including health (medical), dental, vision, long term disability, life, TRS, workers' compensation, unemployment, and FMLA. This position reports to the Director of Human Resources.

**Classification:** Full-Time, Non-exempt Staff

**Salary:** Commensurate with Qualifications and Experience, Plus Fringe Benefits

**Appointment:** 12-Month Appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement. Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Duties:**

1. Administer employee benefits programs, including health, dental, vision, life, and disability insurance.
2. Manage retirement plans, such as 401(k) or pension plans.
3. Handle enrollment, changes, and terminations of employee benefits.
4. Provide information and assistance to employees regarding benefits plans and options.
5. Resolve employee benefits issues and answer related questions.
6. Conduct benefits orientations for new hires.
7. Ensure compliance with federal, state, and local regulations, including ERISA, COBRA, FMLA, and ACA.
8. Maintain up-to-date knowledge of benefits legislation and regulations.
9. Administer FMLA leave requests, ensuring compliance with federal and state FMLA regulations.
10. Coordinate FMLA leave with other types of leave, such as short-term disability and workers' compensation.

11. Maintain accurate records of FMLA leave and ensure timely communication with employees regarding their leave status.
12. Provide guidance and support to employees and managers on FMLA policies and procedures.
13. Communicate with benefits providers and vendors.
14. Assist in the evaluation and selection of benefits providers.
15. Coordinate with vendors to resolve issues and manage claims.
16. Plan and manage the annual open enrollment process.
17. Prepare and distribute communication materials regarding benefits changes.
18. Conduct open enrollment meetings and provide necessary support to employees.
19. Maintain accurate and up-to-date employee benefits records.
20. Process benefits-related data in Ellucian and others.
21. Generate reports and analyze benefits data to support decision-making.
22. Monitor benefits costs and identify cost-saving opportunities.
23. Reconcile benefits invoices and coordinate with the payroll and finance departments.
24. All other duties assigned.
25. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
26. Complete National Incident Management Systems (NIMS) Training: General Role: IS-100.HE and IS-700.a

### **Required Knowledge, Skills, and Abilities:**

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate performance of the essential job function, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Professionally and effectively communicate orally and in writing.
- Be knowledgeable about MSC's mission, purpose, and enrollment and engagement goals.
- Establish and maintain effective working relationships with faculty and staff in addition to all populations the college serves.
- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.

### **Other Ergonomic Requirements:**

While performing duties of this job, employees are regularly required to talk and hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

All individuals are required to meet these requirements or perform these movements without a significant risk of injury to themselves or others or to otherwise demonstrate or explain how they can perform the essential job functions.

**Hours:**

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

**Qualifications Standards:**

1. **Minimum Education:** Associate's Degree, Bachelor's Degree preferred.
2. **Minimum Experience:** 2 years experience in digital outreach for education, marketing, or communication.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

**Application Process:**

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

**Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

**Application Deadline:**

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.