

UNIVERSITY OF CONNECTICUT
JOB OPPORTUNITY
WORKERS' COMPENSATION ADMINISTRATOR - ADMINISTRATIVE MANAGER 1 (UCP 6)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Storrs, Connecticut
Job Posting No: 2014107
Hours: Full-Time

The Payroll Department at the University of Connecticut is seeking a qualified candidate to fill a vacant Workers' Compensation Administrator position. The successful candidate will be responsible for managing, coordinating, and monitoring the University's workers' compensation function, and performing related complex payroll duties. Responsibilities include supervising the daily operations of the workers' compensation function and loss time control programs; identifying accident control problem areas; educating and advising employees, departments and collective bargaining representatives on compliance issues, policies, procedures, State statutes and regulations; reviewing medical documentation and facilitating claims by working closely with the State's workers' compensation third party administrator; maintaining and auditing workers' compensation data in University and State payroll systems, and troubleshooting and resolving discrepancies; figuring and recovering related overpayments; managing accrual adjustments; and reconciling earnings. A complete job description is available at www.payroll.uconn.edu.

Minimum Qualifications: Bachelor's degree and two years of experience in human resources, payroll, or other related administrative area (or equivalent combination of education and experience); excellent communication and interpersonal skills; demonstrated organizational and customer service skills; and knowledge of State of Connecticut workers' compensation policies and procedures.

Preferred Qualifications: Payroll and leave of absence experience; experience in a collective bargaining environment; experience with PeopleSoft; experience in creating training materials and presenting to target audiences; and excellent attention to detail.

This is a full-time permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UCONN, and a highly desirable work environment. Salary will be commensurate with successful candidate's background and experience.

Application Instructions: Please apply online using Husky Hire at www.jobs.uconn.edu. Upload a cover letter, resume, and contact information of three professional references. The University of Connecticut is an EEO/AA employer.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.