

**DEPARTMENT OF HUMAN RESOURCES
BENEFITS ASSOCIATE
BENEFITS UNIT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: University of Connecticut, Storrs, CT
Hours: 40 hrs / wk Monday –Friday 8am – 5pm
Salary: TBD/UKN
Closing Date: 12/19/14

General Knowledge: Bachelor's Degree. Demonstrated analytical and problem solving skills and the ability to independently evaluate and research alternatives. Excellent interpersonal skills and the ability to represent the University in a professional manner. Effective written and verbal communications with an emphasis on customer service and a demonstrated ability to work effectively with a wide range of constituents in a diverse community. Proven ability to preserve highly confidential personnel and organizational information.

Preferred Skills and Ability: Master's degree in Human Resource Management, Business Administration or closely related field; Experience in an institution of higher education or in a State agency administering FMLA or other leave related programs. Knowledge of statewide and University of Connecticut labor contracts, University and State insurance benefits, retirement and pension plans and State personnel statutes, policies, and procedures. Experience using PeopleSoft systems such as CORE-CT and Familiarity with mainframe systems.

Special Knowledge: Demonstrated working knowledge of the State and Federal FMLA. Ability to interpret personnel records and apply mathematical principles to calculate service time and FMLA eligibility. Ability to interpret and make evaluative judgments concerning state statutes, contracts, collective bargaining agreements and government regulations.

General Experience: Four years' professional human resources experience. Experience developing and presenting workshops and related training sessions. Demonstrated proficiency with Microsoft Office (Word, Excel, Power Point) and Outlook.

Special Experience: Experience administering FMLA or other leave programs.

Eligibility Requirement:

This is a full-time position. The University of Connecticut offers a competitive salary and outstanding benefits. For additional information regarding the Department of Human Resources, please visit: <http://www.hr.uconn.edu/>. To view a full description of the position, please visit the Human Resources Benefits website at: http://www.jobs.uconn.edu/hr_benefits_associate.html

Application Instructions:

Applicants interested please apply on-line and submit: a cover letter, resume, and contact information for three work-related references. It is preferable that one reference be from the immediate supervisor. Please apply using the University's Husky Hire applicant system at <http://jobs.uconn.edu>. Please reference Search #2015201. Anticipated start date is early February.

UConn
Department of Human Resources
Benefits Unit
Storrs, CT
<http://www.jobs.uconn.edu>
Tel.: 860-486-0400
Search #2015201

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.