

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Benefits Manager
Human Resources
Regular Full-Time Position
Position Number 567000

General Description

The Benefits Manager is under general supervision of the Director of Human Resources and is responsible for the University-wide employee benefits program. The incumbent also advises personnel regarding general personnel policies and procedures.

Primary Duties and Responsibilities

- Administer the employee benefits program and notify employees of changes that occur throughout the year.
- Counsel employees about retirement and assist in completion of retirement documentation, to include the post-retirement program.
- Responsible for oversight of employee orientation meetings for newly hired staff employees and annual orientation sessions for new faculty hires.
- Coordinate annual enrollment/transfer period for benefits.
- Responsible for processing insurance reports and maintenance of accurate data in Edison. Monitor, update, and resolve problems.
- Responsible for maintenance of benefit information in Banner HR system.
- Responsible for compiling and maintaining records to verify funding and service data for longevity payments. Ensure accurate data is maintained in Banner HR to support longevity payments.
- Coordinate and monitor all workmen's compensation and other claims against the University, to include preparation of annual OSHA report.
- Responsible for the corporate card program.
- Coordinate yearly programs such as Service Awards, Employee Benefits Fair, Retiree Dinner, etc.
- Responsible for updating staff handbook.
- Assist in developing and revising personnel policies and procedures.
- Maintain FMLA eligibility for employees.
- Assist with AP-ACT Pay Plan as assigned.
- Serve as backup for supervision of student employees.
- Compute deferral compensation limits for employees.
- Maintain assigned personnel documents on web site.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to plan, prioritize and meet deadlines.
- Ability to effectively administer the employee benefits programs.
- Ability to effectively use a large automated system with centralized processing of employment, payroll, and budget information.

Essential Functions continued

- Ability to counsel employees.
- Ability to effectively plan and coordinate meetings, programs and activities.
- Ability to prepare and maintain accurate records and reports.
- Ability to interpret policies and assist in developing and revising policies.

Required Minimum Qualifications

- Bachelor's degree in personnel management or related field.
- Previous experience in working with employee benefits and employment.
- A background and credit check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience working with Tennessee Higher Education/State of Tennessee benefits and SCT Banner software system highly preferred.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS