



**University of Houston-Downtown
Job Description**

Job Title: Coordinator, Benefits
FLSA Category: Exempt
Grade: 24
Job Code: 2573

DUTIES

Job Summary: Administers State benefit plans for the University

- Duties and Responsibilities:
- Consults and advises faculty/staff on all issues involving group insurance, retirement and status changes within the State benefits guidelines
 - Administers paid and unpaid leaves, including FMLA
 - Monitors leave accruals and maintains correspondences with employees on FMLA
 - Enrolls eligible faculty and staff in insurance and retirement plan
 - Handles benefit issues with State agencies
 - Submits workers compensation claims to the State
 - Establishes unemployment, death and disability claims

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of 5 years

Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.