

HR Senior Specialist, Benefits

Position Summary

The HR Sr. Specialist, Benefits position is a vital role designed to provide best in class benefits-related services to support the University of Virginia. This Sr. Specialist-level position is responsible for assisting with a variety of benefits-related HR activities, such as developing and conducting analyses, interpreting results and making recommendations that support the development and maintenance of effective benefits programs. The HR Sr. Specialist, Benefits is responsible for the administration of the benefits programs in accordance with established policies. The incumbent will report to the Director, Total Rewards and will not have direct reports.

Responsibilities and Duties

- Develop and execute of employee benefits guiding principles, strategy and administration
- Prepare supporting budgets and program measurement for the University's benefits program based on national best practices
- Identify key strategic partnerships with appropriate and relevant internal and external organizations supporting the University's benefits programs
- Provide content expertise for benefits promotion and awareness initiatives; lead and support program development and diversification (new products and markets) in recommending and/or implementing new benefits, as appropriate
- Evaluate programs for cost effectiveness and optimal outcomes
- Ensure benefits program alignment with the University of Virginia's Strategic Plans
- Facilitate key presentations both nationally and within the community
- Partner with HR Solution Center
- Conduct needs assessments and analyses to ensure that benefits services address customer demands

Functional Area Outcomes

- Competitive and affordable benefit plans
- Strategically focused plan development to foster a healthy workforce, while managing financial investment
- Demonstrated value of wellness and other health programming
- Increased participation in supplemental retirement savings programs
- Improved benefit decision support tools
- Effective management of regulatory compliance risk
- Optimized benefit administration efficiency

Knowledge, Skills and Abilities

- Apply knowledge of current benefits trends
- Forge relationships with partners and providers in the benefits arena
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Benefits team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance

- Demonstrate strong organizational skills and attention to detail

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Required Education: Bachelor's degree

Preferred Education: Master's degree

Preferred Certifications: Certified Employee Benefit Specialist (CEBS) certification