



VACANCY ANNOUNCEMENT

**Human Resource Manager I
Benefits Manager**

Full-time, Classified, Exempt (Position #00225)

Exciting career opportunity to become part of a dynamic Human Resources (HR) team and the Longwood Experience. Discover the power in you: the power to create, the power to do, and the power to succeed! As the **Benefits Manager**, the successful candidate in this position will serve as a **hands-on practitioner** responsible for benefits administration for about 850 faculty and staff at Longwood University. This position is to improve efficiencies, ensure consistent application of policies, regulations, and procedures, and is to assist management in developing practical solutions to complex and sensitive HR matters on a timely basis. While serving as Benefits Manager on a cohesive HR team, the incumbent will have the opportunity to add value and make significant contributions within all functional areas of HR. Primary responsibilities include supporting the goals of the university and assisting management through:

- Engaging in direct interaction, consultation, and problem resolution with client constituencies on a range of benefit issues that require judgment and tactical decision making.
- Monitoring and evaluating benefit program efficiency; develop reporting procedures and other methods to establish program accountability and measure success; analyze data to recommend and/or revise processes and procedures to improve program effectiveness.
- Providing professional assistance in all human resources functional areas that may include employment, compensation management, professional development/training, performance management, and employee relations.

The successful candidate should have general knowledge of the field of human resources; demonstrated expertise in benefits administration; knowledge of principles and procedures pertaining to benefits; knowledge of FMLA and catastrophic leave policies, procedures and practices; knowledge of ADA, FLSA, and other federal and state laws and principles; ability to create, compose, and edit written materials; attention to detail; strong interpersonal and communication skills; ability to prepare and present training programs and materials; and demonstrated proficiency in MS Office Suite.

Bachelor's degree strongly preferred. Experience in human resources procedures, practices, policies and laws. PHR, SPHR, CCP or CBP certification a plus. Experience in the public sector is desirable.

Pay Band 5; salary up to \$54,000, commensurate with education and experience. A successful criminal background check is required. Position is open until filled. To apply, a completed Commonwealth of Virginia application is required (<http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc>). Please specify position #00225.

Human Resources
Longwood University
201 High Street, Suite 212
Farmville, Virginia 23909
PH: (434) 395-2074 / FAX (434) 395-2666
Electronic applications accepted: www.humres@longwood.edu