

**Manager, Benefits and Wellness
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=247017>

Downloaded On: Oct. 19, 2024 1:17pm

Posted Oct. 14, 2024, set to expire Nov. 29, 2024

Job Title	Manager, Benefits and Wellness
Department	Human Resources
Institution	Austin Community College Austin, Texas
Date Posted	Oct. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Human Resources
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Job Description	

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Manager, Benefits and Wellness

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Manager, Benefits and Wellness

Job Description Summary:

The Human Resources team aims to foster a harmonious work environment that reflects ACC's core values of Courage, Compassion, Joy, and YES. This position will manage the College's employee benefits programs, including Wellness, with a focus on modern, comprehensive practices that support employee well-being and are tailored to the College's unique needs.

Job Description:

Key Responsibilities:

- Supervise and develop HR Benefits staff, ensure compliance with HR policies and employment laws, and make recommendations for hiring and termination.
- Design, implement, and refine employee benefits programs, including health insurance, retirement plans, life, disability, tuition assistance, other fringe benefits, and compliance with relevant regulations.

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- Oversee wellness initiatives and the development of additional or enhanced programs for holistic employee well-being.
- Contribute to a values-driven workplace culture and deliver exceptional service through departmental and cross-college collaboration.
- Design and conduct regular reviews and audits of HR processes to ensure efficiency and effectiveness.
- Monitor industry trends and best practices to keep the College's benefit and wellness programs competitive and innovative.
- Manage benefits data and reporting, ensuring accurate administration of programs like HSAs, flexible spending accounts, and retirement plans.
- Oversee workplace accommodations and support programs such as FMLA, EAP, extended sick leave, and ADA compliance.
- Assist employees, retirees, and stakeholders with benefits-related inquiries and complex issues, including coordinating survivor benefits.
- Liaise with benefits providers and external agencies to address questions and resolve issues, ensuring smooth interactions.
- Conduct research and analysis for reporting, forecasting, and developing customized benefits and wellness solutions.
- Create and deliver clear communications and educational workshops on benefits and wellness.
- Develop and implement reports and processes to streamline operations and improve efficiency.
- Provide regular updates to College administration and the Board of Trustees.

Knowledge:

- Principles and best practices in HR and benefits management, with a focus on holistic wellness.
- Employee benefits programs, including health insurance, life, disability, retirement, wellness, tuition assistance, and other fringe benefits.
- State-specific benefits information and entities, such as the Texas Employees Group Benefits Program and TRS.
- Applicable regulatory requirements, including FMLA, ADA, disability laws, ERISA, and Texas Teacher's Retirement System regulations.
- Knowledge of federal, state, and local employment laws and regulations.
- Knowledge of AI technologies, applications, and trends relevant to HR benefits and wellness management.
- Proficiency in HRIS (preferably Workday) and data analytics for relevant HR metrics.
- Principles, practices, and methods of leadership, team management, communication, change

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management, problem-solving, and strategic planning.

- Benefits survey methodologies and development of communications to participants.
- Accounting and payroll concepts and procedures.

Skills:

- Strong leadership and managerial skills, with the ability to motivate and develop a well-integrated team.
- The ability to align business objectives with AI capabilities
- Excellent analytical skills and attention to detail.
- Data-driven, customer-centered problem-solving and decision-making.
- Project management skills, strong organizational and planning skills with a keen attention to detail.
- Proficient in swiftly adjusting priorities and strategies to effectively navigate dynamic work environments, ensuring consistent productivity and successful outcomes.
- High level of integrity and professionalism in handling confidential information.
- Strong interpersonal and communication skills, including tact and diplomacy.

Technology Skills:

- Proficiency in HRIS systems (Workday preferred) and standard office software, such as Microsoft Suite.
- Ability to learn and adopt new technologies, including AI.
- Ability to manage and secure sensitive information.

Required Work Experience:

- Five years of related work experience, including one year supervisory experience.
- Designing and implementing benefits programs and supporting HRIS and the integration of external benefit-provider systems preferred.
- Experience with benefits coordination in a State of Texas agency strongly preferred.

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Required Education:

- Bachelor's degree from an accredited college or university preferred.
- High school diploma or equivalent and additional full-time directly related human resources experience may be substituted on an equivalent year-for-year basis.

Other Preferred Qualification:

- SHRM Certification or other HR or benefits certification preferred.

Physical Requirements:

- Work is performed in a standard office or similar environment.
- Ability to travel as required.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety:

- Supervise the safe operation of the unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

Disclaimer:

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to



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perform the essential functions.

Salary Range:

\$87,157 - \$108,946

Number of Openings:

1

Job Posting Close Date:

October 26, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Manager--Benefits_R-6626



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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