

Director, Employee Benefits
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262268>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 10, 2025, set to expire Jan. 8, 2026

Job Title Director, Employee Benefits
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Sep. 10, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Human Resources

Apply Online Here <https://www.click2apply.net/YJedXzUPGEQrkCbwzuqePk>

Apply By Email

Job Description

Posting Details

Position Information

Position Title: Director, Employee Benefits

Requisition Number: SCA00858

Director, Employee Benefits Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262268>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 10, 2025, set to expire Jan. 8, 2026

General Description

Reporting to the Associate Vice President, Human Resources, the Director, Employee Benefits is responsible for the overall implementation, administration and communication of the College's retirement, health and welfare benefit programs. The Director provides leadership in the development of new initiatives to establish competitive and cost-effective benefits programs, while ensuring compliance with all applicable laws, regulations and collective bargaining agreements. This position maintains collaborative partnerships with benefit vendors, insurance carriers, brokers and third-party administrators to ensure adherence to contractual terms and delivery of services.

#ID23

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Plan, direct and supervise all activities relating to the administration and maintenance of employee benefits programs.

Director, Employee Benefits
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262268>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 10, 2025, set to expire Jan. 8, 2026

- Develop, implement and control programs in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees.
- Provide leadership in the development of new initiatives to establish competitive and cost-effective benefits programs.
- Ensure that programs adhere to current regulations and support the organization's strategic objectives.
- Evaluate and recommend new or modified benefit plan design, policies and procedures; updating plan documentation and communicating any changes to faculty and staff.
- Evaluate current programs to ensure compliance with governmental regulations and competitiveness with other organizations.
- Identify trends that could affect organizational objectives and/or operational resources.
- Interpret appropriate laws and policies and advise management, employees and retirees accordingly.
- Provide leadership, training, and guidance to direct reports.
- Maintain collaborative partnerships with benefit vendors, insurance carriers, brokers and third-party administrators to ensure adherence to contractual terms and delivery of service.
- Ensure compliance with federal, state and local laws and regulations in the administration of benefit plans.
- Ensure effective and accurate communications of benefit programs to College employees.
- Respond to employee and retiree inquiries, concerns and problems; meet with employees and College administrators to resolve benefit-related problems.
- Manage the faculty sabbatical process in accordance with the College's collective bargaining agreement.
- Provide oversight of processes related to unemployment compensation claims, including the submission of required documents, and College representation at local unemployment hearings.
- Works in collaboration with the Director of the Equal Education and Employment office on ADA accommodation requests and participates in interactive discussions, as needed.
- Conduct benefit review sessions with new employees, current employees, retirees and terminating faculty and staff as needed.
- Oversee updates to benefit-related content on the HR department webpages.
- Oversee processes related to billing and auditing for the benefits area; prepare weekly, monthly, quarterly and annual reports.
- Conduct ongoing assessment and identify trends related to benefit utilization and claims.
- Provide budget oversight for employee benefit expenses; review and approve vendor invoices and payments; conducting audits as needed.
- Resolve administrative problems with carriers; meeting with vendors on a quarterly basis to

Director, Employee Benefits
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262268>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 10, 2025, set to expire Jan. 8, 2026

ensure plan objectives are being met and address any challenges.

- Develop and implement a comprehensive wellness program to support the mental and physical health of College employees.
- Manage annual open enrollment for medical, prescription drug, dental and flexible spending programs.
- Oversee monthly new hire benefit sessions related processes.
- Oversee the distribution of the annual Total Compensation statements.
- Oversee leave of absence and workers' compensation programs.
- Serve as resource on benefits issues during contract negotiations.
- Deliver quality customer service to both internal and external constituents in a professional, helpful and courteous manner.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Six (6) years of progressively responsible experience in employee benefits administration required.
- Previous management experience required.
- Demonstrated knowledge of local, state, and federal laws and regulations as they pertain to the duties and responsibilities of the position required.
- Excellent verbal and written communication skills required.
- Ability to multi-task and establish priorities in a rapidly changing environment required.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Excellent organizational skills required; accuracy and attention to detail required.
- Ability to demonstrate initiative, responsibility and flexibility required.
- Ability to use working knowledge of working environment to meet established goals and objectives required.
- Proficiency in MS Office including MS Word and Excel required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds required.

Preferred Qualifications

Director, Employee Benefits
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262268>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 10, 2025, set to expire Jan. 8, 2026

- Bachelor's degree in human resources or a related field preferred.
- Experience working in higher education preferred.
- Human resources experience within a unionized environment preferred.
- Proficiency in enterprise wide systems such as Banner preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 5

Director, Employee Benefits
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262268>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 10, 2025, set to expire Jan. 8, 2026

Min Salary/Hourly Rate: \$72,073

Max Salary/Hourly Rate: \$110,000

Job Posting Open Date: 09/05/2025

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?

- CareerBuilder.com
- HigherEdJobs.com
- LinkedIn
- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

2. * If your answer to the above question is Other, please note the source below. If this question

Director, Employee Benefits
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262268>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 10, 2025, set to expire Jan. 8, 2026

does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have six (6) years of progressively responsible experience in employee benefits administration?
 - Yes
 - No
5. * Do you have previous work experience in higher education?
 - Yes
 - No
6. * Do you have previous management experience?
 - Yes
 - No
7. * Are you proficient in enterprise wide systems such as Banner by Ellucian?
 - Yes
 - No
8. * Do you have Human Resources experience within a unionized environment?
 - Yes
 - No
9. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
 - Yes, the salary range is within my expected salary expectations.

Director, Employee Benefits
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262268>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 10, 2025, set to expire Jan. 8, 2026

- No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)
10. * Is your bachelor's degree in human resources or a related field?
- Yes
 - No

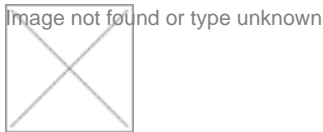
Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References



PI277897440

Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs

Director, Employee Benefits
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262268>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 10, 2025, set to expire Jan. 8, 2026

Community College of Philadelphia

,