

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Employer:	The Culinary Institute of America
Street Address:	1946 Campus Drive
City, State, Zip:	Hyde Park, NY 12601
Phone:	845-451-1363
Website:	https://www.ciachef.edu/hr/
Contact Name/Title:	Beth White/ Recruiting Coordinator
E-mail:	ciajobs@culinary.edu

Position Title: Benefits Coordinator

Part-Time Full-Time

Company/Organization Name:	The Culinary Institute of America
Location:	1946 Campus Drive, Hyde Park, NY 12538
Company/Organization Profile & Size: (include website)	https://www.ciachef.edu/hr/
Industry:	Higher Education – Culinary/Hospitality focused
Position Description/ Responsibilities: (include where job is located)	<p>POSITION SUMMARY</p> <p>The Benefits Coordinator supports the Benefits Manager with benefits and leave of absence administration, as well as supporting the successful operations of the Human Resources department by providing administrative efficiency and support.</p> <p>ESSENTIAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Provides support for the benefits administration processes of the Human Resources department, including working with employees to resolve benefit issues, resolving issues with benefits carriers, entering and approving benefit transactions in the HR and benefit administration systems, and updating communication information for employees. • Works with the Benefits Manager to manage the administration of the CIA's benefit and retirement plans. Conducts benefit new hire orientation and assists employees with questions regarding the benefit plans. Audits benefit plan information in the HR system to ensure accuracy. Assists with benefits contributions and payroll processing on a bi-weekly basis. • Provides support for the benefit billing reconciliation and follows up with Accounts Payable on payment issues. • Administers the CIA's leave of absence programs, including all federal and state mandated leaves and CIA leaves. Creates, distributes and tracks employee letters and forms, manages COBRA and benefit contribution coordination, completes payroll requests, tracks return

to work dates, pro-actively follows up on any issues, and communicates leave information to departmental managers.

- Completes and submits paperwork for unemployment claims and workers compensation claims.
- Administers the benefit documentation processes for all employee data related to hiring, changes during employment and termination of employment. Ensures that proper approvals are received for all changes and that all benefit eligibility changes are processed correctly.
- Assists with the administration of the CIA's wellness program. Assists employees with questions regarding the wellness plan and coordinates events, communications and wellness point updates with the wellness vendor.
- Completes Human Resources special projects as assigned.
- Provides backup reception and general phone coverage for the HR office. Handles all filing for employee confidential benefit and medical files.
- Any and all other duties as assigned.

REQUIRED QUALIFICATIONS

Education:

- Associate's degree in Human Resources, Business Administration or a related field, or significant work experience in lieu thereof.

Experience:

- One (1) to two (2) years of experience in Human Resources, preferably in a role dealing with benefit or leave of absence administration.
- Working knowledge of benefits, HR administration and HR systems required.
- Experience with an internet-based Human Resources system required.

WORKING CONDITIONS

- Regular work requires the use of a computer, sometimes in excess of eight (8) hours per day.
- May need to work overtime on weekends or evenings as required to complete or execute upon assigned projects.

ADDITIONAL INFORMATION

At The Culinary Institute of America, it is important to us that we support our employees with a substantial and meaningful package of benefits. We

	<p>believe in supporting our employees with benefits to assist with work life balance.</p> <p>Benefits are offered based on the position type and status. Benefits offered <i>may</i> include:</p> <ul style="list-style-type: none"> • Medical and prescription drug plan • Dental plan, Vision plan • Insurance: Life, Home, Auto, even Pet! • Short- and long-term disability plans • Generous paid time off programs, including paid holidays • Retirement savings plan 403(b) with company contribution • Employee assistance program • And more! <p>The CIA has implemented a policy requiring all employees, students and on-site contractors to receive the COVID-19 vaccination. Reasonable accommodations are available to applicants when legally required.</p>
<p>Qualifications/ Required and/or Preferred Skills:</p>	<p>PREFERRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • PHR certification preferred. • Experience with the UKG (formerly UltiPro) HR system or PlanSource benefit administration system an asset. <p>REQUIRED SKILLS</p> <ul style="list-style-type: none"> • Requires a high level of service responsiveness to internal customers and effective partnership with human resource colleagues. • Ability to work independently or in a team environment, and maintain collaborative relationships with all members of the human resource team. • Ability to use sound judgment and discretion in handling sensitive human resources issues with confidentiality and discretion. • Excellent written, verbal communication and presentation skills required. Must have demonstrated ability in organizational, time management, problem solving and interpersonal skills. • Must be adaptable, dependable, with the ability to handle multiple priorities simultaneously. • Must have a proven, consistent track record showing the ability to work with all levels within an organization. • Display a high level of energy and self-motivation. • Strong administrative experience with exceptional organizational skills. • Demonstrated capability in both oral and written communications. • Ability to take copious notes and transcribe / prepare documents on the fly.

	<ul style="list-style-type: none"> Strong computer experience required which must include abilities to work effectively with MS Office suite products i.e. Word, Excel, PowerPoint. Must have an advanced skill level in Microsoft Excel, and experience with developing reports.
Employment Type:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Wage Rate or Range	\$

How to Apply:

E-mail:	
Online: https://recruiting.ultipro.com/CUL1001CLNRY/JobBoard/5d1a692d-cf6b-4b4f-8652-c60b25898609/OpportunityDetail?opportunityId=c621081a-5227-4b44-89fb-fab4d51e85b7	
U.S. Mail:	
Contact Name & Title:	
Include:	<input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter

Additional Comments:

To be considered for this role you must register/apply via the link provided.