



Human Resources Office Benefits Analyst

The University System of New Hampshire (USNH) seeks a talented individual to join its Human Resource team as an 80 percent time Benefits Analyst. USNH is a public four year higher education system in the state and consists of the University of New Hampshire, Keene State College, Plymouth State University, and Granite State College.

Responsibilities include managing the retiree medical insurance program and compliance with federal/state laws and regulations, developing and implementing procedures for streamlining compliance and vendor recordkeeping requirements. Assist in the development of special reports by researching and selecting relevant information from a variety of sources. The work involves considerable internal and external contacts, difficult non-routine tasks, and access to confidential information.

QUALIFICATIONS REQUIRED: Bachelor's degree and three years of related benefits and human resources experience or combination of Bachelor's degree and related experience equal to seven years. Knowledge of administrative data processing, accounting methods and ability to lay out information. Interpersonal skills: ability to work well with many people at all levels, and have a strong team approach. Organizational ability: ability to prioritize work, to keep track of multiple details, meet high standards for productivity and accuracy and work independently with minimal supervision.

DESIRABLE QUALIFICATIONS: Experience in a college/university environment, advanced computer skills and experience with an automated HRIS (i.e., Banner).

COMPENSATION: Benefits eligible, Salary Range: 16 starting salary normally not to exceed \$35,050.00.

The University System of New Hampshire is an equal opportunity, affirmative action employer. Candidates of all backgrounds are encouraged to apply.

To apply for this position go to www.unhjobs.com

Information about USNH is available at <http://www.usnh.edu>