



**WEST VIRGINIA STATE**  
UNIVERSITY



## **Human Resource Representative, Senior** **Department of Human Resources**

### **West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

The Human Resource Representative, Senior serves as the subject matter expert for employee benefits and promotes a positive work environment by developing, administering, and evaluating employee benefit and wellness programs. This position must continually develop skills and knowledge in order to remain apprised of changes in the field and ensure ongoing compliance. This is a non-classified, non-essential, FLSA overtime exempt, full-time, benefits eligible position.

### **Responsibilities for the Human Resource Representative, Senior**

- Administer employee benefit and wellness programs such as retirement plan; medical, dental, vision plans; life insurance plans; temporary disability programs; flexible spending accounts; and COBRA administration.
- Act as an internal resource and provide professional assistance to employees regarding employee benefits. Provide assistance and guidance with regard to benefits and benefit eligibility for employees.
- Provide written communications for displaced workers. Collect & Remit Personal Pay Premiums.
- Maintains all benefit plan information, summary plan descriptions, internal marketing materials, and ensures website information is accurate and current.
- Communicates changes in laws affecting plan policy and administration.
- Reconcile benefit vendor invoices, develop cost control procedures, and authorize payment.

- Evaluate and compare university rewards package with those of other employers to develop specific recommendations for review by management.
- Create and implement communication plans to promote open enrollment processes and other benefit programs. Maintain plan documents and ensure compliance with provisions of state and federal law including required audits, reports, filings, and notices.
- Oversee leave management including but not limited to FMLA, sick leave, and military leave.
- Handle benefit inquiries and complaints to ensure timely, equitable, courteous resolution.
- Administer The Standard Short & Long Term Disability Programs.
- Oversee compliance with requirements related to Worker's Compensation. Process claims of workplace injury as needed. Collect data and submit Mandatory Survey of Occupational Injuries.
- Design, coordinate, and execute wellness programs and activities. Develop and facilitate training programs for supervisors and employees on benefit and wellness related topics.
- Complete special projects and serve on university committees as requested.
- May perform other duties as assigned.

### **Education and Experience Required**

#### Minimum Degree and Experience Qualifications:

An earned Bachelor's Degree in Human Resource Management, Business Administration, Communications, Public Administration, or another directly related field and at least two (2) years' experience working in a human resources department. Additional qualifying years of experience may be substituted for the required education on a year-for-year basis.

#### Preferred Degree and Experience Qualifications:

An earned Bachelor's Degree in Human Resource Management, Business Administration, Communications, Public Administration, or another directly related field and at least five (5) years' strong benefit administration experience including reconciling vendor invoices, developing programs and systems, and managing a variety of benefit plans. Comprehensive working knowledge of current regulations including but not limited to HIPAA, ACA, FMLA, ERISA, and Workers Compensation. Additionally, working knowledge of PEIA, Mountaineer Flexible Benefits, and TIAA-CREF is strongly desired.

### **Required Knowledge, Skills, and Abilities**

1) Exceptional customer service and communication skills. 2) Resourceful problem-solver and critical thinker. 3) Self-starter with the ability to successfully manage multiple priorities in a complex environment. 4) Able to research, analyze and present data and recommendations in an organized and logical manner. 5) Demonstrated project management skills and the ability to consult with all levels of management. 6) Demonstrated experience working on complex issues requiring an in-depth evaluation of variable factors. 7) Well-developed problem analysis and resolution skills, with ability to exercise judgment in selecting methods, techniques and evaluation criteria for obtaining results. 8) Exceptional project management skills and the ability to work and learn independently. 9) Experience working in a team environment, leading staff, collaborating on projects, as well as daily issues. 10) High level of professionalism, personal

integrity, and dependability. 11) High level of computer application skills including MS Excel, Word, and PowerPoint. 12) Familiarity with plan documents and compliance issues. 13) High level of planning and analytical skills. 14) Review data and develop streamlined recommendations. 15) Effectively and efficiently implement program changes.

### **Salary Statement**

This position is a pay-grade 6. The annual salary range for a pay-grade 6 position is \$39,500.00 - \$63,300.00 per year.

### **To Apply**

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references, etc.) by October 2, 2020. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: [hr@wvstateu.edu](mailto:hr@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

### **Contact**

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or [Justin.Cherry@wvstateu.edu](mailto:Justin.Cherry@wvstateu.edu).**