

POSITION DESCRIPTION

GENERAL INFORMATION

Position Title: Project Coordinator
Reports To Title: Manager, Compensation and Benefits
Work Group: Organizational Services
Unit: Compensation and Benefits
FLSA Status: Exempt
Date Updated: October 12, 2009
Position Number: 520002

POSITION SUMMARY

This position provides administrative support primarily for the Compensation and Benefits Unit's (Total Rewards) functions. This position interacts with all levels of the organization and requires confidentiality, initiative, the ability to handle multiple assignments, routine level decision-making, and the independent performance of duties.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Enters data in HRIS and other automated HR systems.
- Processes bi-weekly payroll actions.
- Transmits enrollment, contribution data, and invoice documentation to providers and third-party administrators, and audits eligibility records.
- Tracks Total Rewards metrics and prepares reports.
- Coordinates wellness and work/life programs.
- Assists with annual open enrollment, new hire enrollment, and preparation of annual Total Rewards statements.
- Assists with group renewals, client billing issues, employee enrollments and terminations, and employee claims issues.
- Coordinates rewards and recognition activities.
- Prepares and maintains benefit orientation materials and serves as a backup for benefit orientation.
- Maintains benefit compliance records for leave programs (i.e. FMLA, LWOP, military, bereavement, jury duty, OSHA, and Worker's Compensation).
- Maintains assigned portions of the HR Intranet page.
- Ensures the proper tracking, filing, and maintenance of both hard copy and electronic records at both employee and program levels.
- Provides general support for Manager, Compensation and Benefits and other HR staff as requested, including assisting with mail preparation, answering phone calls, scheduling meetings, coordinating catering, greeting visitors, copying, filing, and correspondence.
- Performs other duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge:

- An associate's or bachelor's degree preferred.
- PHR certification preferred.

Skills and Abilities/Critical Success Factors:

- Superior customer service orientation.
- Strong computer and Internet skills and the ability to conduct online research.
- Excellent oral, written, and electronic communication skills.
- Solid grammar, spelling, and math skills.
- Accurate proofreading and attention to detail.
- Good time-management skills with the ability to prioritize and follow through on projects.
- Strong organizational skills.
- Problem-solving and strong interpersonal skills.
- Strong critical thinking and analytical skills.
- Ability to work independently and on cross-functional project teams.

Experience:

- Minimum two years of work experience in an administrative support role is required.
- Experience supporting benefit administration functions is preferred.
- Experience with an HRIS for data entry, data tracking, and data information needs is desired.

WORK ENVIRONMENT

- Manage heavy workload and multiple projects simultaneously in a fast-paced, busy environment with frequent interruptions.
- This position requires daily face-to-face, telephone, mail, and e-mail contact with ASCD staff and others to exchange information.
- High-level of confidentiality required.

PHYSICAL DEMANDS

- Ability to operate computer and other office equipment.
- Ability to sit at a desk for more than one hour at a time.
- Ability to bend and stoop in order to file and shelve.

This description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.