



## JOB ANNOUNCEMENT

# BENEFITS SPECIALIST ADVANCED

UW SYSTEM ADMINISTRATION | OFFICE OF TRUST FUNDS | UW TSA 403(B) PROGRAM | MADISON, WI

The [University of Wisconsin System](#) is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System institutions' combined headcount enrollment is approximately 170,000. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world.

The Office of Trust Funds is in search of a dynamic individual to join our team. This position primarily supports the programmatic functions of the UW Tax-Sheltered Annuity (TSA) 403(b) Program within a team environment and works collaboratively with Trust Funds staff, staff at UW System institutions, the UW Service Center, TSA investment company representatives, outside financial planners, and other stakeholders to achieve TSA 403(b) Program objectives. This position reports to the TSA 403(b) Program Administrator.

### **POSITION SUMMARY**

This position assists the TSA 403(b) Program Administrator with program problem resolution and program monitoring; in achieving continuous programmatic administrative improvements/efficiencies; and with communicating pertinent information to stakeholders regarding the TSA Program. Responsibilities include TSA benefit education, outreach to UW System institutions, meeting with internal and external clients regarding specific event or campaign material development, and helping support the TSA Review Committee by researching, drafting, copying and distributing meeting materials as assigned, and taking meeting minutes. The individual in this position must use independent judgment, initiative, and good human relations and problem solving skills in the application of established procedures. Strong communication, integrity and attention to detail are crucial for this role. The individual in this position must be available to provide coverage for the office Monday through Friday, during standard business hours, which are typically from 7:45 am to 4:30 pm.

**POSITION RESPONSIBILITIES:** Major responsibilities of the position include but are not limited to:

- Collaborate with UW institutions, the UW Service Center, TSA investment companies and employees in resolving issues, answering TSA program questions, calculating contribution limits, confirming and assisting with enrollments, reporting termination dates to companies and ensuring compliance with federal laws and plan guidelines.
- Coordinate and assist in system-wide meeting/conference planning and preparation including distribution of meeting materials, researching issues and providing written reports and summaries and preparing meeting minutes.
- Work with UW institutions to ensure links on UW institution websites are up-to-date and information about the TSA Program is current and correct. Also, work with TSA investment providers to make sure TSA companies' microsites for participant information provide helpful and current information.
- Work with consultants and stakeholder groups on educational initiatives to address the needs and interests of UW employee groups regarding the TSA Program.
- Work collaboratively to revise and develop documents for proper administration of the TSA Program including, but not limited to, contact lists, manuals, training materials, business process documentation for proper administration of the TSA Program, and propose plan modifications.
- Assist with the annual 403b enrollment promotion campaign.
- Work collaboratively with the TSA Program Administrator and staff to resolve contractual and administrative issues.
- Request information from various sources, including queries, collect and tabulate materials/data gathered, and assist in preparing reports for various audiences as necessary.
- This position requires periodic travel.

**MINIMUM QUALIFICATIONS:** In order to be considered for this position, a candidate must have:

- Bachelor's Degree from an accredited institution. An equivalent combination of education, training and experience will be considered.
- Minimum of three years of professional experience with computers in a Microsoft office environment and using basic office equipment.
- Ability to process, protect, and exercise discretion in handling confidential information and materials.
- Demonstrated understanding of, sensitivity to, and respect for the diverse, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty and staff.

**PREFERRED QUALIFICATIONS:** Well-qualified applicants will also have the following:

- Demonstrated ability to learn, embrace, and master other computer technology/software programs, including website utilities software, such as WordPress.
- Experience with a benefits enterprise resource planning (ERP) system (e.g., PeopleSoft, SAP, etc.).
- Ability to establish and maintain effective working relationships with all stakeholders and work in a team environment utilizing advanced problem-solving skills, tact and conflict resolution techniques.
- Organized thinker with exceptional attention to detail. Ability to research and analyze complicated issues and materials with the ability to present clear and concise summaries or, arrive at effective and workable solutions.
- Excellent communication skills, both verbal and written. Ability to create professional documents, presentations, emails and communication memoranda.
- Ability to effectively organize and prioritize work as well as manage multiple priorities, projects, and deadlines.

**CONDITIONS OF EMPLOYMENT:** This is a full-time, non-exempt university staff position. The official title is Payroll and Benefits Specialist Advanced (21312) with a working title of Benefits Specialist Advanced. The hourly salary is between \$20-25 per hour and will be commensurate with the candidate's qualifications and experience. UW System employees receive an excellent benefits package: [Summary – University Staff](#). Please see this link for total compensation information: [UW System Total Compensation Estimator](#). To learn more about your comprehensive benefit package, please access [ALEX](#) the UW System's on-line virtual benefits counselor. The work location is 780 Regent Street, Madison, WI 53715.

**SPECIAL NOTES:** *Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment. The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: [wisconsin.edu/ohrwd/title-and-total-compensation-study/](http://wisconsin.edu/ohrwd/title-and-total-compensation-study/).*

**APPLICATION INSTRUCTIONS:** To ensure full consideration, please submit application materials as soon as possible.

**Applicant screening will begin immediately and be ongoing through FRIDAY, MAY 1, 2020.** Applications may be accepted until the position fills.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: <https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/>
2. Select the appropriate applicant portal, either [External Applicants](#) or [Internal Applicants](#).
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions and be sure to include your salary expectations when asked in our applicant tracking system. In addition, please be sure to upload **ALL THREE** of the required documents: resume, cover letter, and references **as PDF files**. Failing to include any of these documents may disqualify your application. Uploading your documents as PDFs is also critical to maintain the formatting of your documents.
  - a. **Your cover letter MUST specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under "Minimum Qualifications."**
  - b. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references **with at least one being from a current or previous supervisor.**
5. Include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. The UW System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).
6. Submit your application.

Questions may be addressed to: Wanda Manning, HR Generalist, UW System Human Resources, at [wmanning@uwsa.edu](mailto:wmanning@uwsa.edu).