



Job Specification

Job Title: Benefits Assistant
BCAT Code: 510X AZ
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides broad and general administrative support for the benefits office to include providing basic customer service and assistance, processing employee benefit enrollment, and processing tuition remission.

Examples of Duties

- Provides general information to customers on employee benefits.
- Reviews and verifies data supplied by customers on benefits forms and documents.
- Processes COBRA documents, tuition remission, MARTA cards, and other routine employee benefits.
- Performs other administrative duties to include managing supplies, typing, photo copying, and managing department calendars.
- Assists with special projects as assigned.
- Coordinates daily deliveries, mail pick up & distribution for the benefits department.
- Maintains knowledge of new and existing guidelines and procedures for new and existing benefits at the benefits office.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of office policies and procedures.
- Knowledge of basic computer operation and software (spreadsheets, word processors, databases).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers

Minimum GSU Hiring Standards

High school diploma or GED and two years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.