OFFICE OF HUMAN RESOURCES
COMPENSATION & BENEFITS TOTAL REWARDS MANAGER
FULL TIME: with benefits

Internal Applicants Encouraged to Apply

BASIC JOB DESCRIPTION: The Compensation and Benefits Total Rewards Manager will administer the University-wide compensation structure, guidelines and process, benefits plans, employee wellness incentives and transition under the Affordable Care Act.

QUALIFICATIONS: Bachelor’s degree, seven years of compensation and benefits experience, and relevant professional certifications, i.e., CCP, CEBS, preferred, and/or PHR or SPHR. Additional qualifications include strong written and verbal communications skills; excellence in follow-through; exemplary interpersonal and customer service skills; outstanding preparation and delivery of presentations. Experience in Higher Education highly preferred.

ESSENTIAL JOB FUNCTIONS: Responsibilities include, but are not limited to: managing the continued progress of market pay initiatives, compensation guidelines, structure and relevant university-wide communication efforts; manage organizational charts, performance pay process, job analysis and pricing into the grade structure; compensation consultant for University-wide hiring administrators; manage job descriptions; facilitate strategic staffing process; facilitate benefits committee meetings; interact with compensation and benefits consultants; interact with insurance representatives; facilitate benefits renewals and open enrollment; monitor legislation changes and compliance requirements; manage and/or conduct compensation and benefits presentations; oversee report-writing and analysis, benefits processing and billings; travel as necessary to Stetson’s four campus locations; and supervision of staff.

EQUIPMENT USED: Modern office equipment, such as telephone, calculator, copier, personal computers, computer terminals and printers.

WORKING CONDITIONS: Requires some physical effort (i.e. some standing and walking), occasional light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, occasional hours outside the normal University schedule (overtime).

APPLICATION PROCEDURE: Applicants, please forward a letter of interest detailing how you met the requirements for the position, a copy of your resume and five names of references with contact information electronically to Shelia Daniels, Associate Vice President for Human Resources at HRrecruit@stetson.edu. EOE

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.