



POSITION ANNOUNCEMENT

Job Title: Recruitment and Benefits Specialist
Department: Human Resources
Reports To: Assistant Vice President and Chief Human Resources Officer
Shift/Hours: 40 hours per week
Date Prepared: October 15, 2025

Summary

This position is responsible for the overall administration of the University's employee benefit programs. Ensures benefit plan administration is compliant with plan rules, PPACA, ERISA, COBRA, HIPAA, IRS, federal and state regulations, company policy and vendor contracts. Manages the recruitment cycle and provides guidance to hiring managers throughout the recruitment process, Works with other aspects of human resources as needed.

Essential Duties and Responsibilities

1. Manages the recruitment cycle and partners with hiring managers to understand departmental needs, devise recruitment strategies and provide support and guidance throughout the recruitment process.
2. Handles routine and complex inquiries from employees and managers regarding various benefits needs and provides other human resources services as needed.
3. Coordinates and handles processes for leaves of absence to include personal leave, military leave, and family medical leave, short term disability, long-term disability, worker's compensation. If needed, represents University at hearings relating to leaves.
4. Inputs and maintains data for employee records for benefit programs and inputs and maintains data for other employee records as needed.
5. Responsible for overall COBRA administration process for terminated employees.
6. Provides periodic updates on benefit programs and options to current and former employees, assists employees with inquiries and conducts ongoing research for issues related to benefits.
7. Works closely with external health and welfare consultant and carrier representatives from all insurance providers to formulate health plan design and funding recommendations.
8. Conducts new hire on-boarding and orientation in collaboration with the Senior Human Resources Specialist .
9. Responsible for annual open enrollment/benefits fair process.
10. Completes and submits required OSHA and MI-OSHA reports and maintain records of benefit programs to assure compliance with state and federal requirements.
11. Assists employees in securing pre-retirement and post-retirement process to include providing information on financial planning and retiree benefits.
12. Works closely with MICU/MEP 403b Plan vendors and representatives to monitor program, conduct testing, provide compliance reports and data.
13. Partners with benefit carriers in transfer of data to external vendors and identify and resolve system feed issues to ensure stable interface. Also identifies any deduction adjustments and/or issues that will affect the payroll process.
14. Handles processes for Affordable Care Act (ACA) to include tracking employee hours and completing and submitting Form 1095-C for annual submission under the act.
15. Audits monthly billing reports from all insurance carriers for accuracy and payment process.
16. Collects data and completes reports on Creditable Coverage Disclosure information to the Centers for Medicare and Medicaid Services (CMS).
17. Receives training in various areas of Human Resources and provides cross-functional support as needed to contribute to the overall goals and objectives of the department.
18. Coordinates on-site meetings with carrier representatives as needed.
19. Other duties as assigned.

**MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND
RESPONSIBILITIES TO THIS JOB AT ANY TIME**

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree from a four-year college or university required with at least three to five years related experience and/or training. Master's degree in Human Resources, Public Administration or related field strongly preferred. Must be proficient with computer data base programs. Strong analytical and problem-solving skills. Strong knowledge of the workings of benefit processes and procedures. Ability to work in a high volume, busy environment while understanding the dynamics of human resources. Ability to work under minimal supervision and to work successfully with confidential information. Excellent written, verbal, and interpersonal communication skills. Experience working with various data and software systems. Strong knowledge of Microsoft Office.

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.