

JOB TITLE:	#1242 Benefits Administrator
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$3,407.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Human Resources Manager
POSTING DATE:	November 3, 2015
DEADLINE DATE:	Application materials must be received by November 18, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Benefits Administrator to administer the Society's employee benefit programs including the group insurance plan (health, dental, life, short and long term disability and accidental death & dismemberment), pre-tax expense accounts (Medical/Dental and Dependent Care), health & wellness initiatives, retirement program, workers' compensation, leaves of absence and other general MNHS employee benefits.

RESPONSIBILITIES: 1) administer the MNHS group insurance program (health, dental, life, short and long term disability and accidental death & dismemberment), pre-tax expense accounts (Medical/Dental and Dependent Care) and health & wellness initiatives; and administer general MNHS benefits including vacation, sick leave, sick leave fund, holidays and the employee assistance program (LifeMatters); 2) administer the Society's workers' compensation program; 3) administer the MNHS retirement program; and 4) administer the MNHS leave of absence program.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus three years program experience or equivalent OR an advanced degree plus two years program experience or equivalent.
- Experience in benefits administration and knowledge of group insurance programs and FMLA requirements.
- Demonstrated ability to learn and administer benefit and retirement programs, health & wellness initiatives, workers' compensation and leaves of absence.
- Demonstrated ability to handle sensitive information and maintain confidentiality.
- Strong interpersonal and written and verbal communication skills.
- Demonstrated ability to work independently and take individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Strong detail orientation with the ability to synthesize and organize complex information and maintain/upgrade systems and processes.
- Demonstrated ability to multitask, work effectively under pressure to meet deadlines, prioritize and adapt to changing priorities while providing excellent customer service and maintaining a positive attitude.
- Demonstrated ability to learn new technology and accurately perform data entry.

DESIRABLE QUALIFICATIONS:

- Knowledge of MNHS policies and procedures.
- Experience working in a non-profit environment.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged - No phone calls please -