



St. Mary's College of Maryland: Business and Finance: Human Resources

Benefits Administrator and Recruiter

*Location:* St. Mary's City, MD 20686

St. Mary's College of Maryland at Historic St. Mary's City is accepting résumés for the position of **Benefits Administrator and Recruiter**. This position is responsible for administration of employee benefits and benefits related programs. Provides special guidance and assistance to employees on various benefits plans and coordinates existing employee benefits plans. This position is also responsible for assisting departments in recruiting and managing online job boards.

Non-sectarian since its founding, St. Mary's College of Maryland, a public Carnegie Baccalaureate, Arts and Sciences institution located in Historic St. Mary's City, 70 miles southeast of Washington, D.C., has been designated as Maryland's public honors college. Undergraduate and residential in nature, with a diverse coeducational student body numbering approximately 1700, St. Mary's emphasizes excellence in teaching. The institution was awarded a chapter of Phi Beta Kappa in 1997. The quality of life is enhanced by the recreational opportunities of the Chesapeake region and close proximity to the amenities of Washington D.C., Baltimore and Richmond.

## **QUALIFICATIONS**

Bachelor's degree.

Certified Employee Benefits Specialist (CEBS) preferred; and Certified Social Sourcing Recruiter (CSSR) or Certified Diversity Recruiter (CDR) or Certified Internet Recruiter or other technical recruiter certification is preferred.

At least three (3) years of experience administering benefits and other human resources related activities; and at least one (1) year in internet and social media sourcing of candidates.

Ability to conduct training seminars for employees, and organize and prioritize work to meet deadlines.

Proficiency with Microsoft Office, spreadsheet applications, database and HRIS software is required.

Demonstrated ability to use Excel for calculations, reconciliations and data analysis.

Solid understanding of core HR benefits administration (ACA, HIPAA, COBRA, FMLA, ERISA, FSA, etc.).

Outstanding interpersonal and customer service skills.

Demonstrates energy and enthusiasm achieving goals; takes ownership of assignments.

Excellent analytical, oral and written communication skills. Ability to maintain a high level of confidentiality.

Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

Employment will be contingent upon successful completion of a criminal background check.

## **APPLICATION INSTRUCTIONS**

St. Mary's College ([www.smcm.edu](http://www.smcm.edu)) embodies diversity and inclusion in its mission. We create an environment that recognizes the value of individual and group differences and we encourage inquiries from applicants who will contribute to our cultural and ethnic diversity. Application materials should include a cover letter, résumé (including e-mail address), and three references. Questions may be directed to Michelle Forinash at [mlforinash@smcm.edu](mailto:mlforinash@smcm.edu).

Review of résumés will begin immediately and continue until the position is filled. St. Mary's College of Maryland is an affirmative action/equal opportunity employer.

Visit our website: [www.smcm.edu/hr](http://www.smcm.edu/hr)

<https://apply.interfolio.com/45582>