

Announcement of Position

Benefits Specialist

Invitation to Apply

The Utah School Boards Association is seeking qualified applicants for a Benefits Specialist. The qualified applicant will be essential to a variety of day-to-day tasks for the Insurance department

Timeline

October 30, 2015 - Deadline for receiving all application materials

November 6, 2015 - Start date

Job Duties

The qualified candidate would be responsible at a minimum for the following daily tasks:

- Providing customer service
- Answering and assisting telephone insurance calls
- Assisting with Flexible Spending Benefits
- Purchasing any necessary office supplies
- Account reconciliation for health and dental plans
- Enrolling participants in benefit plans
- Payment processing

Basic Requirements

The qualified applicant should:

- Have an Associates Degree - Bachelors Degree preferred
- Social media skills desired but not required
- Proficient with Microsoft Word, Excel, and PowerPoint
- Possess exceptional customer service skills
- Employee benefits knowledge
- Comfortable with public speaking

Application Procedure

Applicants should include the following when applying for the position:

1. A letter setting forth in detail:
 - Special competencies which qualify you for this position
 - Interest in this position
2. A current resume detailing your experience for this position, your skills and abilities, and any accomplishments should be listed
3. Three current letters of recommendation
4. Transcripts of all college and university credits
5. All letters, nominations, inquiries, credentials, and proof of qualifications should be mailed/emailed to:
Richard Stowell
Utah School Boards Administration
860 East 9085 South Sandy, UT 84094
Phone: 801.566.1207
Email: rstowell@usba.cc
6. The deadline for all application materials is 4:00 pm on Friday October 30, 2015.

Salary and Benefits

The provided benefit package includes:

- Group Health and Dental benefits
- Long Term Disability
- Retirement benefits
- Group Life Insurance
- Accidental Death and Dismemberment Insurance

The compensation package to be offered is Salary + Benefits + Retirement= Total compensation will be based on experience

