

Executive Director, Benefits and Wellness

Bucknell University, a private, highly ranked, national liberal arts institution, is looking for an Executive Director of Benefits and Wellness to lead the University's benefits, wellness and leave management programs including direct collaboration with external and internal partners for the University's self-funded health insurance plans. Reporting to the Vice President for Human Resources and as a member of the HR leadership team, the Executive Director is responsible for strategic design, development and implementation of forward-thinking programs and services to support recruitment and retention of faculty and staff. This position manages key vendor and consulting partnerships in establishing, directing and achieving strategic benefits programs and is responsible for the oversight of the daily administration of a comprehensive set of benefit offerings.

The Executive Director is responsible for managing, collecting and analyzing survey data on benefits and wellness programs, and responding to internal and external requests for information on benefits and wellness, and maintains and provides key metrics and dashboards to inform decision-making for Human Resources. The Executive Director demonstrates a high level of professionalism and the skills needed to develop strong relationships at the University as well as with business partners; and the ability to analyze, balance, and plan for the benefits and wellness needs of the Bucknell community.

Duties and Responsibilities include

- Regular assessment of plan design, utilization, to ensure alignment with University mission and goals.
- Design, evaluate and modify benefit plans, plan documents and policies to ensure that programs are current, competitive and in compliance with legal requirements.
- Oversee administration, direction, and review of employee benefit programs which include: medical, retirement plans, dental, vision, life/accidental death & dismemberment, short term disability, long term disability, flexible spending, voluntary benefits, wellness program, tuition assistance and more.
- Oversee the preparation and compilation of plan documents, vendor contracts, agreements and all other documents required for the administration of benefits and wellness programs.
- Direct preparation and distribution of written communications to inform employees, retirees and cobra participants of benefits and personnel policies.
- Effectively utilizes metrics to assess, forecast, model, design, and develop total compensation programs.
- Manages the preparation and completion of key employee reports including Form 5500 and other internal/external compliance reports.
- Manage relationships with external consultants, brokers, vendors and plan providers.
- Oversee internal and external benefit plan audits.
- Direct and monitors the interface of all Human Resources and Finance Office processes in the functional areas of payroll, accounts receivable, and budgeting including benefit plan and other accounting reconciliations.
- Supervise the benefits and wellness team, and provide support for technical requirements and customer service programs in the benefits and wellness areas. Mentor, lead and develop staff. Partner in strategic organizational development conversations and decisions.
- Provide expert benefits and wellness support to all Human Resources staff, and recommend process improvements for the effective use of technology across these functional areas.

- Advise and consults with all areas on employment matters related to benefits and wellness, and provides appropriate data and training as necessary.
- Evaluate current programs to ensure compliance with governmental regulations and competitiveness with other organizations. Monitor federal and state laws and regulations relating to benefits programs, and maintain current information on all technical requirements for the delivery of effective benefits and wellness services.
- Ensure that the benefits programs and wellness initiatives support the diverse needs of faculty and staff, and the broader University diversity & inclusion goals.
- Actively contribute to Bucknell's efforts to foster a diverse and inclusive campus community.
- Support and promote the University's sustainability efforts to protect, maintain and increase the long-term viability and resilience of the University's environmental, social and economic support systems.

Minimum Qualifications

- Bachelor's Degree or equivalent experience.
- Ten years of relevant and progressive experience in Human Resources including supervision of staff.
- Familiarity with benefits administration, compensation, and other human resource processes and functions
- Advanced computing skills, proficient use of desktop word processing, spreadsheet and presentation tools such as Powerpoint to effectively gather, interpret, organize, and present data and information.
- Strong written and verbal communication and presentation skills. Demonstrate a high level of professionalism and exceptional written and verbal communication and presentation skills as well as outstanding customer service and organizational skills.
- Extreme accuracy and attention to detail, the ability to handle confidential information, excellent communication and mathematical skills, the ability to multi-task effortlessly in a hectic, team-based environment
- Ability to collaborate, influence and establish trust with campus partners. Previous experience building relationships and working with sensitive and confidential information.
- Strong organizational skills; evidence of self-motivation; demonstrated ability to plan, schedule and work both independently and in teams within a service-oriented organization.
- Demonstrated success managing multiple projects and competing priorities while balancing the need for quality with meeting deadlines.

Preferred Qualifications

- Advanced degree in HR, Management/Business, Industrial Relations or related field
- Professional certification (CEBS, PHR, SPHR, CCP, SHRM-SCP, etc.)
- Higher education experience

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