Work Life Coordinator

Job Code 50012228

**General Description**
Responsible for serving as the University’s work life coordinator to build and develop the University Work Life Program focusing on work life issues.

**Examples of Duties**
- Develop and manage relationship with EAP provider including service management, evaluation, and coordination of services with employees.
- Develop and coordinate workshops on work life issues.
- Develop referral and reference resources regarding work life issues.
- Develop and implement work life policies.
- Build support networks on campus for a range of work life issues.
- Create and manage communications related to work life program activities.
- Provide general information to faculty, staff, and others regarding benefits-related issues.
- Assist with new employee orientation.
- Update work life website with a variety of work life resources.
- Manage records with vendors for Staff Council perks.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** UPPS; various software and programs including SAP, Microsoft Office suite, and ERS data; federal and state laws;

**Skill in:** responding to requests for information; preparing spreadsheets, reports, memos and presentations; working as a team member.

**Ability to:** read and interpret policies, procedures and requests; performing basic math; communicate with others and convey complex information; conduct presentations; maintain confidentiality; multitask; establish rapport with others and utilize spreadsheet software and assist employees with benefits issues.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirement**
None

Last Reviewed 05/27/2011