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