**Job Description Summary**

Independently coordinates and executes tasks in support of a program, event, service, or department. Serves as point-of-contact to internal and external parties providing both information and assuring service delivery. Must foresee and rectify complications preemptively and in real time.

Human Resources supports the management of the University's human resources and develops and executes strategies and plans to promote a productive and inclusive workforce in accordance with university policy, practices, objective, and external regulations. Human Resources supports the wellbeing of employees and the University's strategic goals, culture, and leadership development to elevate the talent and skills of the organization. Human Resources functions may include talent acquisition and management, compensation and benefits, employee and labor relations, human resources records and services, equal opportunity, and affirmative action, learning and organizational development.

**Job Description**

**Summary**

The Retirement Plan Coordinator administers the daily operations of the University voluntary (403b, 457b, and Ohio Deferred Compensation) and mandatory (state retirement and alternative retirement plan) retirement plans. This role ensures accurate employee and student employee enrollment, contributions, and recordkeeping; delivers accurate and timely communications and education to plan participants; maintains vendor relations; and ensures plan compliance.

**Essential Functions**

* **Employee Enrollment and Education:** Facilitate employee enrollment in retirement plans, provide education sessions, and assist employees in understanding plan features, investment options, and contribution limits.
* **Contribution Management:** Monitor employee contributions and employer matching contributions. Ensure that contributions are accurately deducted from payroll and deposited into the appropriate retirement accounts.
* **Recordkeeping and Reporting:** Maintain accurate and organized records of participant accounts, contributions, distributions, and other transactions. Generate regular reports for plan participants, management, state retirement systems and vendors. Maintain electronic records to ensure data transferring between the University, state retirement systems and vendors is accurate.
* **Participant Communication:** Respond to participant inquiries regarding retirement plan rules, benefits, investment options, and distribution options. Provide timely and accurate information to participants, either directly or through written materials and communication platforms.
* **Compliance Audits and Plan Reviews:** Collaborate with auditors and consultants during retirement plan audits and compliance reviews. Address any identified issues and implement corrective actions.
* **Employee Terminations, Plan Transfers and Distributions:** Handle retirement plan-related matters for employees leaving the university, including distribution of vested benefits and assisting with plan transfers or rollovers.
* **Plan Setup and Maintenance:** Assist in setting up retirement plans, including selecting plan options, drafting plan documents, and ensuring compliance with applicable laws and regulations. Maintain plan records and ensure accuracy of participant data.  Schedule meetings for the Retirement Committee and maintain meeting minutes and documentation.
* **Vendor Relations:** Collaborate with retirement plan service providers, such as recordkeepers, custodians, and investment advisors. Assist with evaluating vendor performance and overseeing service-level agreements.

**Additional Job Information**

**Experience & Education**

* Requires a bachelor's degree and 4 to 6 years of experience working in Human Resources, Finance, Payroll, or similar environment that requires critical thinking, reading comprehension, writing, active listening and learning, judgement and decision making and service orientation.
* Candidates must possess analytical and problem-solving skills, reading comprehension skills, and active learning and listening skills. Candidate must have the ability to compute mathematical functions and analyze data utilizing excel, navigate, and run reports from an ERP, write and convey information, and utilize independent judgement and decision-making.

**Application Deadline:** Review of candidates will begin on September 11, 2023.

**Compensation**: The compensation for this position is commensurate with experience and qualifications. The University of Akron offers a competitive total compensation package comprised of a competitive salary and comprehensive benefits for eligible employees including medical, dental, vision, short and long-term disability, life insurance, and paid leave of absences including time off for illness, vacation, and maternity or paternity leave. In addition, eligible employees and their dependents are provided tuition remission.

All staff and eligible non-bargaining unit faculty have the option to request a Flexible Work Arrangement (FWA).

The University of Akron participates in state retirement systems and offers alternative retirement options with competitive employer contributions. Optional investment opportunities are available including deferred compensation programs (403(b) and 457(b)). Please visit our benefits home page for more information.

**Application Instructions:** To apply for this position, you must complete the on-line application and attach a resume, a cover letter, and a list of three professional references to your profile. Please include contact information, including email addresses for your professional references. [Apply Here](https://uakron.wd1.myworkdayjobs.com/en-US/UACareers/job/Retirement-Plan-Coordinator_JR100369)