



POSITION ANNOUNCEMENT
Benefits Specialist

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time (37.5 hours per week), Benefits Specialist for the Human Resources department on the Mount Vernon main campus. The position reports to the Director of Human Resources starting July 1, 2026. Key duties include providing support to employees with their benefits, assisting with organizing the University Benefits Fair, liaising with benefits providers, and coordinating with payroll for deductions. A full complement of benefits is provided, including a health care plan, retirement contributions, and tuition assistance, subject to associated waiting periods. The candidate will also receive generous holidays, vacation, and sick time earned on an accrual basis.

Responsibilities for this position include:

- Develops and monitors reports to ensure efficient administration of medical, dental, vision, cafeteria benefit plans, and/or absence management programs and benefits.
- Utilizes internal and external data to complete annual regulatory reporting related to administering benefits.
- Responsible for ensuring all benefit materials and processes are consistent and in compliance with MVNU policy, federal, and state regulations.
- Utilizes internal leave program and/or benefits reports and external vendor reports/systems for the purpose of reconciling eligibility and billing, working with internal and external partners to resolve discrepancies.
- Participates in the investigation and resolution of complex, non-routine problems; serves as primary liaison with insurance carriers (employee benefits), third party administrators, and/or regulatory bodies in the resolution of specific concerns.

- Coordinates the review and development and/or modification of department operating procedures and systems, to include automated systems, provides input into the development and modification of operating policies.
- Leads problem resolution for day-to-day concerns and operational issues. Provides a wide range of operational and administrative interpretation and consultation to internal and external stakeholders regarding policies, procedures, services, and regulatory requirements and best practices in regard to employee benefits.
- Creates departmental communications to include benefit rate changes, plan changes, and education materials, providing support in educating employees, students, and retirees on MVNU benefits. Provides input into design, implementation, and/or modification of documentation, as appropriate.
- Coordinates the annual Employee Benefits Fair, Open Enrollment, and additional programs/educational benefits events for employees.
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience, and mission fit
- Bachelor's degree strongly preferred
- Prior work experience in Human Resources or Benefits
- HR or SHRM certification preferred
- Excellent oral and written communication skills
- Strong collaboration skills with a variety of populations (students, faculty, administration, and staff)
- Ability to maintain the highest standards of confidentiality
- Technology proficiency with Microsoft Office suite and a quick learner for new technologies
- Ability to thrive in a fast-paced environment
- Self-motivated, very organized, positive, and a team player

To be considered for this position, please email a resume to mvnu.recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs>. Applicants submitting materials via email should attach either a Microsoft Word or PDF File. Alternatively, materials can be mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.