



**Position Number:** 00031792    **Position Title:** ASSISTANT DIRECTOR - COMPENSATION & BENEFITS  
**Department Name:** Human Resource Management  
**No of Direct Reports:** 2                      **Number of Indirect Reports:** 6  
**FLSA Status:** Exempt

**POSITION SUMMARY:**

Under the general guidance of the Director of Human Resource Management, the Assistant Director of Compensation & Benefits is responsible for administration of all employee benefits programs to include: health (medical, dental, vision), life, disability, retirement (TRSL, LASERS, ORP) and other supplemental and required Louisiana State benefit programs and compensation plans. The Assistant Director leads the compensation and benefits teams to include, but not limited to, delegation of work, performance management, motivation, training, project management (i.e. Open Enrollment, Resident Orientation) and oversight of quality of work. The incumbent implements and improves internal benefits related workflows across the organization to align sound, ethical, efficient and accurate practices. Works closely with department, school, division leadership (Deans, Vice Chancellors, Fiscal Deans, Business Managers), external vendors (OGB, TRSL, LASERS) and internal administration departments (Payroll, Accounting, HRIS, IT, Compliance) to ensure efficient and effective operations of all benefit programs. Measures and reports metrics on the effectiveness of process, systems, programs and policies to internal and external stakeholders. The Assistant Director ensures compliance with relevant federal and state statutory regulations and requirement (LA SCS Rules, FMLA, ERISA, COBRA, HIPAA, ACA), as well as, successfully leading the benefits team through internal and external audits. The position is also responsible for compensation administration including job evaluations, market pricing, additional compensation, salary structure and salaries.

**REQUIRED QUALIFICATIONS:**

**Degree:** Bachelor's Degree  
**Field of Study:** Human Resources Management, Business Administration or related field  
**Experience:** Five years' experience in Compensation and/or Employee Benefits administration

**PREFERRED QUALIFICATIONS:**

**Degree:** Master's Degree  
**Field of Study:** Human Resources Management, Business Administration or related field  
**Experience:** 10 years' experience in benefits administration in Higher Education or Health Care setting may replace the required experience only  
**Certification/Licensure:** CCP, SHRM-CP/SCP, PHR/SPHR

**APPLICATION INSTRUCTIONS:** Apply online <https://lsuhsc.peopleadmin.com/postings/9800>

Comprehensive benefits are available to eligible employees and their dependents including health, life, dental, and vision insurance; flexible spending accounts; retirement plans; annual and sick leave; 14 paid holidays per year; wellness benefits including a complimentary fitness center and an employee health primary care clinic; tuition exemption; and employee discounts. Salary will be competitive and commensurate with qualifications.

LSU Health New Orleans is committed to leveraging diversity as an educational resource and an institutional core value. We seek candidates who will contribute to a climate where students, faculty, and staff of all identities and backgrounds have equitable access and success opportunities. As an equal opportunity, affirmative action employer, we welcome all to apply without regard to race, color, religion, age, sex, national origin, physical or mental disability, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.