

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Program Assistant, Admin NE – Pensions & Benefits

**Requisition Code:**

S2300635

**Location:**

Galloway - Main Campus

**Job Category:**

Professional

**Department:**

Human Resources (420005)

**Salary:**

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits

**Work Hours:**

M-F, 9a-5p

**Posted Date:**

02/21/2023

**Close Date:**

03/07/2023

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, on hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin, and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

This position reports to the Manager of University Pensions and Benefits, and requires a self-motivated individual that will provide support for all functions of the very high-volume Pensions and Benefits area of the Office of Human Resources, including: health and pension enrollment, new hire orientation, payroll deduction processing/auditing, leaves of absence processing and worker's compensation processing, retirement counseling, and assisting a very diverse employee population

in resolving benefit and pension-related issues. The successful candidate will work very closely with the campus community and will maintain the highest level of customer service and confidentiality.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

**As a condition of employment, external candidates are required to provide proof of full COVID-19 vaccination prior to your start date. Vaccination cards should be submitted to [hr-medrec@stockton.edu](mailto:hr-medrec@stockton.edu). If you are unable to be vaccinated against COVID-19 for medical or religious reasons, or reasons related to a current pregnancy, you may submit a [waiver request](#). If you are approved for an exemption from the COVID-19 vaccination requirement, you will be required to wear a mask while indoors on campus when you cannot be socially distanced, and you will be required to be tested for COVID-19 by the University on a regular schedule.**

**Responsibilities:**

- Prepare Payroll input forms for benefits and deductions.
- Assist with all aspects of Leave of Absence process, including correspondence to employees, notifications to supervisors, and scanning and retention of documentation in employee's medical file.
- Processes verification for pension purchase of service credit, NJ child support notices, pension expiration notices.
- Reviews NJ State disability payment notices, jury duty, and other payroll codes to verify OHR has corroborating documentation in the employee file.
- Assist with processing of worker's comp claims; including review of RM2-Accidental Injury Claim Form, and submission of completed form to NJ Department of Risk Management, with appropriate follow-up.
- Serves as point of contact for external vendors to coordinate and announce campus visits.
- As part of the Benefits team, provides customer service support to Stockton employees for benefits, pensions, retirements, workers' compensation, and leaves of absence issues.
- Attends monthly meetings of State College Benefits teams.
- Assists with front office, customer service operations for the Human Resources Department, including answering phones, and walk-in visitors.
- Assists with regular audits of benefits billing statements against Payroll deduction reports.
- Other Duties as Assigned
- Support Stockton University's diversity commitment and strong student-centered vision and mission.

**Qualifications:**

- Graduation from an accredited College or University with a Bachelor's degree.
- One (1) year of professional experience in an office setting.
- One (1) year of experience in a customer service position.
- Proficiency in Microsoft Office suit, including Word and Excel.

**Preferred Qualifications:**

- Prior Human Resources experience, particularly with the Benefits/Leave of Absence functions.
- Familiarity with Banner.

**NOTE:**

- Applicants who do not possess the required education may substitute experience on a year for year basis.
- Applicants who possess an associate degree may substitute two (2) years of position related experience for the remaining two (2) years of education.

**Minimum Education Required:**

Bachelor's Degree

**Minimum Experience Required:**

One (1) year

**Required Documents:**

Letter of Interest, Resume

**How To Apply:**

**Screening of applications begins immediately and will continue until the position is filled.**

**Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF.**

1. A letter of interest describing specific skills and experiences
2. A current resume
3. A list of three professional references (included in the application): Name, Organization, Email Address and Telephone

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

Click [here](#) to apply.

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The

ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.