



Classification Description

Job Title: Assistant Director, Employee Benefits
& Talent Acquisition

Pay Grade: 119

Job Code: 4803

FLSA Status: Exempt

Job Purpose

The Assistant Director of Employee Benefits and Talent Acquisition provides strategic, professional, and administrative leadership for the College's Employee Benefits and Talent Acquisition functions within the Office of Human Resources.

For Employee Benefits, oversight includes, but is not limited to, management of the comprehensive suite of employment benefits offered to FSW and overall supervision of the Employee Benefits function and staff.

For Talent Acquisition, oversight includes, but is not limited to, access control, approval levels, and system maintenance of the applicant tracking system; implementation and maintenance of screening committee training; development of a strategic plan for proactive recruitment and retention; employee onboarding; research and implementation of best practices; and overall supervision of the Talent Acquisition function and staff.

Provides strategic leadership in the evaluation, development, interpretation, and continuous improvement of employee benefit programs, recruitment strategies, onboarding processes, and talent acquisition initiatives that support the College's workforce goals. Serves as the principal advisor and strategic resource to the Vice President, Human Resources/Chief HR Organizational Development Officer on employee benefits, talent acquisition, recruitment strategy, employee wellness, and related Human Resources initiatives.

This position supports FSW's "Dedicate to Graduate" (D2G) mission through daily functional interactions and work performed. Work requires close adherence to stated Board Policies and College Operating Procedures, as well as applicable federal and state laws.

General Responsibilities

Essential Functions

Leads continuous improvement initiatives that enhance Human Resources processes, operational efficiency, and customer service within Employee Benefits and Talent Acquisition.

Manages the comprehensive suite of employment benefits including, but not limited to, health insurance, life insurance, disability benefits, retirement administration, and ancillary benefits.

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Leads the evaluation, development, and implementation of employee benefit programs and options in support of employee recruitment and retention.

Interprets policies and procedures to facilitate an understanding of benefits and processing of documents; interprets rules and regulations pertaining to various benefit programs.

Monitors changes in federal and state laws and industry best practices and develops recommendations regarding policies, procedures, and operational improvements affecting employee benefits and talent acquisition programs.

Serves as the College's primary advisor regarding insurance claims, retirement, investment options, sick leave, vacation leave, Family Medical Leave, military leave, tuition reimbursement options, and any other related programs.

Responsible for supervising assigned staff to ensure accurate, timely processing of benefit-related documentation, including the entry of employee benefit data into appropriate systems; and accurate deduction maintenance. Also ensures accurate administration and interpretation of tuition reimbursements and FSW tuition scholarships, section 125 Cafeteria Plan, Flexible Spending Account, Employee Assistance Program, and discount plans offered by the College.

Provides strategic leadership for the development and continuous improvement of retirement education, employee wellness, and total rewards initiatives that support employee engagement and well-being. Plans and oversees various activities and offerings such as Wellness Fairs, wellness incentive programs, smoking cessation programs, and flu shots.

Ensures benefits information is presented clearly, accurately, and effectively at new employee orientation as part of the overall employee onboarding program.

Collaborates with appropriate departments to ensure information posted on the Human Resources webpages for benefit-related items is attractive, detailed, accurate, and comprehensive.

Researches best practices regarding the dissemination of related information to always ensure the most effective communication with employees.

Serves as the Human Resources subject matter expert for insurance and investment providers, Florida Retirement System, the Florida College System Risk Management Consortium, third-party administrators, and other associated vendors.

Assists faculty and staff in interpreting and implementing Board Policies and College Operating Procedures associated with employee benefits in accordance with state and federal statutes, and the faculty Collective Bargaining Agreement.

Remains current with policies, procedures and practices associated with all retirement options including, but not limited to, the Florida Retirement System, the Community College Optional Retirement Plan, 403(b) plans, 457(b) plans, Senior Management Service Class and local annuity, Alternate Social Security plan, etc. Ensures proper communication and administration of all retirement options.

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Maintains knowledge of current issues and laws, analyzes current benefits and comparisons to organizations related to employee benefits and performs benchmarking against peer organizations. Leads the evaluation and implementation of technology solutions and process improvements that enhance efficiency, accuracy, and effectiveness of employee benefits administration.

Researches best practices regarding employee benefits. Identifies and implements new benefit programs based on College needs and assessment.

Provides strategic oversight for the College's annual open enrollment process, ensuring effective communication, employee engagement, and efficient administration of benefit elections.

Provides leadership for the hiring, supervision, coaching, professional development, and performance management of Employee Benefits and Talent Acquisition staff.

Provides strategic leadership for the College's talent acquisition, recruitment, and onboarding initiatives. Serves as subject matter expert and strategic advisor regarding Veterans' Preference, position advertising, recruitment, and overall best practices related to talent acquisition processes and strategies.

Provides authoritative advice to faculty and staff regarding recruitment and hiring. Ensures recruitment procedures are defined, communicated and followed equitably.

Provides oversight for recruitment operations and continuously evaluates recruitment and onboarding processes to improve efficiency, candidate experience, and hiring outcomes.

Ensures communication with applicants, hiring managers, screening committees, and associated departmental personnel is timely and accurate.

Supervises Talent Acquisition personnel and ensures the accurate and timely processing of related documentation.

Provides oversight of College recruitment activities to ensure compliance, consistency, equitable hiring practices, and timely completion of recruitment processes. Activities include, but are not limited to, timely posting of meeting notices, accurate job postings, successful ad placement, timely screening committee meetings, adherence to Veterans' Preference guidelines, accurate reference checks, equitable search committees and candidate pools, accurate/timely offer letters and employment contracts, and the completion of new hire paperwork.

Develops and recommends strategic initiatives that strengthen employee recruitment, retention, engagement, and total rewards in support of the College's strategic priorities.

Leads the evaluation, implementation, and continuous improvement of recruitment technologies, applicant tracking systems, and onboarding processes.

Provides strategic leadership for the College's recruitment outreach initiatives, including institutional participation in job fairs and other recruitment events that strengthen talent pipelines.

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Partners with College leadership to develop strategic recruitment initiatives that support workforce planning, succession planning, and long-term staffing needs while maintaining cost-effective recruiting practices.

Develops, monitors, and administers recruitment-related budgets to support efficient operations and responsible stewardship of College resources.

Prepares department and College-wide ad hoc reports as needed. Participates in surveys as requested.

Oversees the maintenance of confidential, departmental records and files for benefits administration. Works with appropriate staff to ensure imaging and destruction of benefit-related records are completed accurately, timely, and in accordance with applicable laws and regulations.

Maintains departmental records and files for areas of responsibility, including but not limited to, securing files containing protected health information and limiting access to these files as per HIPAA regulations (PHI)-Full Access.

Represents Human Resources on College committees, cross-functional teams, and institutional initiatives requiring expertise in employee benefits, talent acquisition, and workforce planning.

Represents HR Office, in absence of the Vice President, Human Resources/Chief HR and Organizational Development Officer, as assigned.

Evaluates emerging trends, regulatory changes, and industry best practices and recommends operational improvements to support organizational effectiveness.

As a member of the Human Resources management team, supports the D2G mission through collaboration with all areas of HR in development of FSW reward and recognition processes including, but not limited to, career ladder opportunity development, employee benefit offerings and administration, improved retention through turnover analysis and exit interviews, ensuring D2G values are present and promoted in the hiring and onboarding processes, performance management, and professional development.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

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Seven (7) years of related full-time professional work experience to include a minimum of five (5) years of full-time experience in employee benefits, talent acquisition, recruitment, or related Human Resources functions. An appropriate combination of education and experience may be substituted.

Previous full-time professional work experience in the administration of a broad range of employee benefits.

Previous full-time professional work experience in recruitment, staffing, and/or employee onboarding.

Demonstrated ability to maintain confidentiality.

Ability to independently travel to other locations for College business.

Demonstrated experience using a personal computer, office software such as MS Office (MS Word, MS Excel and MS PowerPoint) and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and work effectively with individuals from a variety of backgrounds and perspectives.

Critical Skills/Expertise

All employees are expected to:

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- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism and respect in interactions with individuals with varying perspectives, experiences, personalities, and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, and walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 28, 2026.