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Senior Benefits Representative

The **University of Texas Rio Grande Valley** is recruiting for the position of Senior Benefits Representative. Location: Brownsville, TX.

To administer University Benefits and provide expert advice regarding health insurance benefits, retirement plans, and deductions/processing for all UTRGV employees and retirees for an assigned location. Responsible for administering insurance benefits, retirement, and additional health, life, retirement, and/or other related deductions for an assigned campus location.

Education Required for Position: Bachelor's degree in Business Administration – Human Resources Management or Closely Related.

Experience Required for Position: Four (4) years of experience in benefits, retirement, or other related Human Resources experience.

Other Requirements: Exceptional planning and organizational skills. Ability to work in a team environment.

Applicants should complete and submit their job application via **<https://careers.utrgv.edu/>**. You can also mail your resume referencing **Job Code SRGV8138** to Anjelica Hinojosa after completing your application on the university careers website at 1201 W. University Dr., Edinburg, TX 78539.

Note: These positions are security-sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

UTRGV is an EEO/AA Employer