

# Staff Retirement Administration

Michigan Education Association   MESSA   MEA Financial Services

**M 15-25-26**

<b>POSITION:</b>	SRP Office Administrator	<b>LOCATION:</b>	East Lansing
<b>RESPONSIBLE TO:</b>	Jennifer Miller Staff Retirement Plan Administrator	<b>SALARY RANGE:</b>	\$79, 690 - \$105,795 Management M5
<b>SCHEDULE:</b>	244 Workdays	Paid holidays and comprehensive benefits	
<b>POSTING DATE:</b>	January 5, 2026	<b>DEADLINE:</b>	January 20, 2026

## **BASIC PERFORMANCE EXPECTATIONS:**

The role entails providing top-tier support to the Staff Retirement Plan Office. This involves:

- Meeting various deadlines
- Managing independent work tasks
- Upholding a high level of confidentiality

Occasional overnight travel will be required. In emergencies, you may need to work evenings, weekends, or holidays.

This position requires:

- A strong sense of confidentiality
- Initiative and self-motivation
- The ability to work on-site effectively with minimal supervision

Additionally, it is crucial to build and maintain productive relationships to ensure smooth operations.

## **DUTIES AND RESPONSIBILITIES**

Support the Plan Administrator and Pension Specialist in the daily management of the Staff Retirement Plan, including, but not limited to:

- Organizing and scheduling meetings for the Plan Administrator and the Retirement Plan Board. This includes coordinating agendas, booking venues, and ensuring all necessary materials are prepared.
- Preparing comprehensive retirement packets for the Plan Administrator's review, which involves verifying service credit, final average compensation, benefit options, and

assembling various necessary forms.

- Preparing service credit purchases for the Plan Administrator's review and processing payments for these purchases promptly.
- Preparing and sending letters for Qualified Domestic Relations Orders for the Plan Administrator's review.
- Collecting and organizing pertinent information for various audits.
- Gathering materials for negotiation proposals.
- Strictly adhering to the policies and procedures established by the Staff Retirement Office.

Process retirement benefits, including, but not limited to:

- Overseeing all aspects of Medicare reimbursements, ensuring timely and accurate processing.
- Addressing retiree inquiries regarding pension allowance changes, withholding, insurance payments, and reimbursements with clarity and precision.
- Providing necessary approvals for the processing of retirement benefits with the custodian.

Monitor retirement benefits, including, but not limited to:

- Maintaining comprehensive and up-to-date records of all retirees. Including both paper and electronic files.
- Ensuring the accuracy and integrity of the Staff Retirement Plan database, covering active, terminated, and retired participants.
- Developing, generating, and analyzing reports as needed to meet the requirements of the Staff Retirement Office and for bargaining purposes.
- Implementing a robust system to locate missing participants
- Coordinating mailings to participants, including amendments, notices, and summary annual reports. Assist the Plan Administrator with activities of the Retirement Board.

Perform a variety of management duties, but not limited to:

- Arranging logistics for meetings and trainings, such as room and meal reservations, as well as travel and lodging arrangements for the Plan Administrator, Retirement Plan Board members and guests.
- Planning and organizing the annual Retirement Plan Board retreat. Perform a variety of managerial duties, but not limited to:
  - Maintaining a variety of confidential files with the utmost discretion.
  - Developing workflow charts and checklist for office duties.
  - Updating and maintaining forms and participant communications to ensure clarity and compliance.
  - Ordering office supplies and ensuring efficient office operations.

- Manage office facilities and equipment, coordinating maintenance and repairs as needed.
- Provide assistance to all staff, ensuring everyone has what they need to excel,
- Following and upholding archiving procedures with precision and adherence to guidelines.
- Utilizing internet browsers and other digital tools for information requests, research, file transfers, and communication effectively.

Carry out additional related duties as assigned.

## **MINIMUM REQUIREMENTS**

- Completion of two years of college coursework in business administration or a related field, or an equivalent combination of experience and training.
- At least three years of administrative experience, demonstrating competence and reliability.
- Proven basic bookkeeping abilities, ensuring accuracy and attention to financial details.
- Proficiency in computer skills, including spreadsheets, databases, word processing, and internet research.
- Strong written and verbal communication skills, with the ability to convey information clearly and effectively.
- Excellent organizational skills, essential for managing multiple tasks and deadlines efficiently.
- Proven ability to meet deadlines consistently and work accurately under pressure.
- High attention to detail, ensuring precision in all tasks undertaken.
- Preferably, knowledge and experience in pension and fringe benefit programs, accounting skills, and proficiency in PowerPoint.
- Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job is sedentary in nature.

October 1, 2025