

StaffRetirementAdministration

Michigan Education Association MESSA MEA Financial Services

M 15-25-26

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