



# Health Plan Assistant

## Employment Opportunity

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The Saint Mary's University Students' Association (SMUSA), a not-for-profit organization that provides a student health plan to Saint Mary's University students, is currently seeking a Health Plan Assistant for the SMUSA VIP Student Health Plan Office. We require a well-organized individual and a team player who enjoys working with people. The incumbent will work under the direction of the Health Plan Administrator and will play a key role in assisting students with their health plan needs.

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### Qualifications and Experience:

- Candidates must be a registered Saint Mary's student for the 2020-2021 academic year, and therefore be a member of SMUSA.
  - Candidates must be motivated, outgoing and be willing to engage with the students.
  - Excellent communication and interpersonal skills are required.
  - Previous customer service experience will be considered an asset.
  - Candidates must be enthusiastic and upbeat with a keen interest in working with students
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### Position Responsibilities:

- Work under the direction of the Health Plan Administrator.
  - Provide assistance and customer service to students.
  - Compile, archive and maintain all records related to the position.
  - Record information in Excel.
  - Record detailed notes on unanswered questions.
  - Provide administrative assistance to the Health Plan Administrator as required.
  - Any other duties relevant to the position as assigned from the Health Plan Administrator
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**The Term:** May 1, 2020 – August 31, 2021

**Deadline for Application:** March 27, 2020 before 4:00 PM

**Remuneration:** \$12.55 hourly

**Hours per Week:** 10 - 20

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Please submit resume, along with a cover letter with the subject line "Health Plan Assistant" via email to [healthplan.smusa@smu.ca](mailto:healthplan.smusa@smu.ca). Applications must include a one-page cover letter accompanied by a resume and contact information of the applicant including two (2) references. Any questions regarding this job posting may be addressed to Valerie Lively via email.

We wish to thank all applicants for their interest however only those applicants selected for an interview will be contacted. Saint Mary's University Students' Association is an equal opportunity employer. For more detailed organizational information please visit: [www.smusa.ca](http://www.smusa.ca)