



# Employment Opportunity

## Health Plan Assistant

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The Saint Mary's University Students' Association (SMUSA), a not-for-profit organization that provides services, representation and advocacy to approximately 7000 full and part time 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 Coordinator and will play a key role in assisting students with their health plan needs. This position will require approximately 10-20 hours per week. These hours are to be completed primarily during office hours (9am – 5pm). Hours are to be reported to and monitored by the Health Plan Coordinator.

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### Qualifications and Experience:

- Candidates must be a registered Saint Mary's student for the 2019-2020 academic year and be a member of the Saint Mary's University Students' Association.
  - Candidates must be self-motivated, outgoing and be willing to engage the student community.
  - Excellent communication and interpersonal skills required.
  - Candidates must be compassionate and sensitive to student issues and work in the best interest of the students.
  - Previous customer service experience will be considered an asset.
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### Position Responsibilities:

- Work under the direction of the Health Plan Coordinator.
  - Provide administrative assistance to the Health Plan Coordinator as required.
  - Provide assistance and customer service to students.
  - Compile, archive and maintain all records related to the position.
  - Record detailed notes on unanswered questions.
  - Record information in Excel.
  - Any other duties relevant to the position, as assigned from time to time by the Health Plan Coordinator.
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**Term:** May 1, 2019 – August 31, 2020  
10-20 hours per week

**Remuneration:** \$11.55 per hour

**Deadline for Application:** March 15, 2019 no later than 4:00 pm

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Please submit **your resume, along with a cover letter via email to [healthplan.smusa@smu.ca](mailto:healthplan.smusa@smu.ca) with the subject line "Health Plan Assistant" no later than 4:00pm on March 15, 2019. 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, Health Plan Coordinator via email.

We wish to thank all applicants for their interest. However, only those applicants selected for an interview will be contacted. The 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).