



UTGSU Part-time Employment: Health Insurance Assistant

Start and End Date of Employment: March 2019 – June 2019

Rate of Pay: Base rate of \$17.00/hour

Hours of work:

A regular work week shall consist of 25 hours/week to be worked 5 days/week. Up to 30 hours/week to be worked 5 days/week when the Health Plan Administrator is on vacation; and, up to 30 hours/week to be worked 5 days/week during the peak times.

Health Insurance Assistant Duties:

1. Handle student inquiries about the UTGSU health and dental plans
2. Responding to email and voice mail inquiries regarding the plans
3. Prepare background information on any inquiries/questions that do not fall within the standard plan guidelines to discuss with the Health Plan Administrator
4. Handling all CUPE 3902 enquiries regarding the Top-Up Plan. Assist with claims submission and co-ordination of two plans.
5. Coordinate opt-in inquires; family coverage applications and 1 year extensions after graduation
6. Ensure all exception applications are completed correctly and filed alphabetically
7. Assist with the distribution of marketing material and mail-outs
8. Assist with publicity and administration of the plan
9. Assist with other duties as assigned by the Health and Dental Administrator and/or the Employer's Representative.

Deadline to apply is Monday, March 11th 2019. All applications (resume & cover letter) and inquiries can be addressed to Shain Dhalla at healthadmin@utgsu.ca