ABOUT THE GSS

The University of Victoria Graduate Students' Society (GSS) is a non-profit society serving graduate students studying at UVIC. We represent over 3,000 students pursuing their masters or doctoral degrees. Our members range in age from 23 to 70+ yrs old, are international and domestic students, and are often parents, working part-time or studying by distance. The GSS provides extended health and dental benefits, social and cultural activities, and peer support. The GSS is housed in the Grad Centre, a space which provides its members with meeting rooms, the GSS office, and a full service restaurant. The GSS works to improve university policies, and lobbies all levels of government on issues of interest to its members. We are a small, friendly office seeking a collaborative and hardworking team member.

ABOUT THE POSITION

The Health Plan Coordinator is an ongoing part-time, salaried position. The position is unionized and offers competitive benefits. The Health Plan Coordinator works approximately 20 hours (3 days) per week through most of the year, and 35 hours per week from late August to early October for the busy enrolment period.

Duties:
- Administers the graduate student Extended Health and Dental insurance plan ('the plan');
- Provides assistance to students with concerns and questions the plan, and other programs of the GSS;
- Takes a leading role in the development, monitoring and evaluation of the plan;
- Maintains and manages accurate records of plan enrollment;
- Reconciles monthly invoices with membership enrollment record;
- Writes quarterly reports on the program for the Executive Director about the plan;
- Provides recommendations to the Executive Director on the plan;
- Works with the plan broker and insurer to improve service to members;
- Maintains member confidentiality;
- Coordinates appeal process for fee appeals related to the plan and other GSS services;
- In conjunction with the Executive Director, participates in the development and implementation of organizational policies, procedures and best practices; and
- Other duties as assigned.

Skills
- Commitment to excellent work and a positive attitude
- Accuracy in data entry
- Records management skills
- Comfortable reconciling invoices that involve thousands of lines of data
- High level of comfort with computer administration
- High level of skill managing data using Microsoft Excel
- Comfortable updating websites using a content management system
- Familiarity with privacy regulations and ability to handle confidential materials
- Strong writing and editing skills
- Excellent communication skills, with strong capability for inter-cultural communication and for explaining policies
- Sensitive to the needs of students

Qualifications
- Bachelor’s degree or equivalent experience
- Experience with health insurance plan coordination an asset
- Administrative experience
- Familiarity with university, UVIC Banner system, graduate students an asset
- Familiarity with non-profit and volunteer environments an asset

As a unionized workplace, the GSS will consider any qualified internal candidates prior to those from external candidates. The also GSS prioritizes applications from qualified graduate student candidates.

HOW TO APPLY:

Send your cover letter and resume to the attention of Stacy Chappel, Executive Director via email to gssmgr@uvic.ca. Please attach the cover letter and resume as a single PDF file and use “Health Plan Coordinator Posting” as the email subject.

Deadline to submit an application is July 29, 2019.