



# UWSA Health Plan Coordinator

## Employment Opportunity

**Full-time position to begin immediately. Starting salary is \$36, 855.00 per annum with benefits. This position is unionized with the Manitoba Government and General Employees' Union Local 153 (MGEU).**

**The Health Plan Coordinator is responsible for maintaining and overseeing all aspects of the Student Health Plan and collaborates on long and short term projects with the entire full-time administrative team of the UWSA, including:**

- Meeting regularly with the General Manager and Vice-President Internal Affairs.
- Representing the UWSA and acting as an ambassador through contact with students and staff by greeting and assisting them at the Health Plan Office, taking phone calls, and replying to emails.
- Building and executing communication strategies to increase use and education regarding the Health Plan on campus.
- Acting as liaison between the insurance provider, Greenshield, the Canadian Federation of Students, and the UWSA.
- Building and maintaining professional relationships with UWinnipeg administrative offices pertinent to the Health Plan (Eg. Financial Services, Admissions, Technology Solutions Centre, International Student Services, etc.).
- Maintaining confidential filing systems and member confidentiality at all times.
- Serving in an advisory capacity on sub-committees of the UWSA regarding Health Plan policies and initiatives.
- Building and maintaining effective and improved policies regarding UWSA Health Plan policies and initiatives
- Participating actively and effectively in short-term software projects related to Health Plan billing and data management, including piloting software applications and engaging in maintenance testing.

### **Preferred Qualifications:**

- 2 years' experience in private sector insurance administration
- 2 years' customer service experience
- Exceptional oral and written communication skills
- Exceptional level of professional conduct
- Advanced Microsoft Excel skill level
- Ability to collaborate effectively with internal and external departments on project work
- Ability to follow procedures and protocols of the organization with minimal supervision
- Ability to work in an electronic office with word processor, database management, fax, copier, etc.

Application forms are available online. Applications can be found under the "Opportunities" tab at [theuwsa.ca](http://theuwsa.ca). UWSA By-laws are also available in the UWSA General Office or online under the "About Us" tab at [theuwsa.ca](http://theuwsa.ca). Please submit applications with attached resumé and cover letter to the General Manager.

The UWSA follows the hiring guidelines recommended by Manitoba Employment Standards. Preference will be given to Students in good standing.

**DEADLINE FOR APPLICATIONS IS June 19, 2015 AT 5:00 PM**