Job description - Student Benefits Assistant

Company: Alumo

Job Type: Part-time Hourly

Location: Calgary, Bow Valley College Downtown Campus. SABVC - Student Benefits Plan Office.

Alumo has an opportunity for a Student Service Assistant (SSA) at our Benefits Plan Office in the Students' Association Office on campus (SABVC). Alumo is a provider of student health, dental, and wellness solution for domestic and international students through 150 post-secondary institutions across Canada.

Reporting to the Campus Coordinator, in this role, you will be responsible for:

- ✓ Providing students with information on their health and dental plans.
- ✓ Coordinating policies and processes related to coverage eligibility and enrolment.
- ✓ Assisting students with claims, applications, and other plan-related administration.

Other responsibilities include supporting workshops and information booths on campus and raising awareness of all our coverage programs and services on campus through our student marketing and awareness strategy.

You possess superior communication and organizational skills and are able to prioritize tasks in a fast-paced environment. You understand the importance of providing reliable service, accurate information, and managing work relationships in a positive way.

Depending on the office's needs, the role may provide 20 hours per week. There will be training and support provided for this role.

Work Schedule: Applicants must be able to commit to the specified schedule**.** Monday to Friday, 12:00 p.m. – 4:00p.m.

Salary: $16.50 per hour.

To apply for this position, please send your resume to the following email address: gabriela.guinan-gomez@alumo.ca

While we thank all applicants for their interest, only those selected for an interview will be contacted.

Closing Date: Open until a suitable candidate is found