

## EMPLOYMENT OPPORTUNITY FOR STUDENT AT NSCC

**JOB TITLE:** Student Service Assistant (SSA) – Benefits Plan Office  
**TERM:** September 2019 – April 2020  
**LOCATION:** Ivany, Pictou, Marconi and Shelburne Campuses  
**HOURS:** Between 3 to 7 hours weekly (depending on respective campus)

The Student Benefits Plan at NSCC provides full time students in applicable programs with a wide range of health and dental benefits under a group policy underwritten by Great West Life and administered by Gallivan and Associates. The role of the **Benefits Plan Office (BPO)** is to provide Students with plan information and assistance on Campus.

### **Responsibilities of the Student Service Assistant**

- Assist students with all inquiries about the Student Benefits Plan, including the International Emergency Health Insurance Plan
- Document and process Opt Outs (students choosing to cancel enrolment on the NSCC plan based on their own existing coverage)
- Process family add on forms.
- Distribute plan brochures.
- Maintain an organised work environment and making information available to students.
- Maintain Confidentiality of Student Information.
- Coordinate all activities and information with Plan Administrator.

### **Qualifications of the Student Service Assistant**

- Must be customer centric.
- Excellent verbal and written communication skills.
- Excellent organisational skills.
- Must be dependable in getting tasks completed.
- Must be good at basic computer skills such as email.
- Previous office experience is an asset.

**Closing date is September 10th**

**Please respond by email with an attached resume to:**

[nscplan@mystudentplan.ca](mailto:nscplan@mystudentplan.ca)