

EMPLOYMENT OPPORTUNITY FOR STUDENT AT NSCC

JOB TITLE: Student Service Assistant (SSA) – Benefits Plan Office
TERM: September 2022 – April 2023
LOCATION: Ivany, Pictou, Marconi, Truro, Burrige, 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 Canada 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, myvirtualdoctor, and mywellness.
- Track individual interactions with students and report information to Plan Administrator each week.
- Distribute service materials such as 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 August 30th

Please respond by email with an attached resume and class schedule to:

nscplan@mystudentplan.ca