AUBURN
Human Resources

Supv, Student Health Insurance

Job Description

JOB INFORMATION

Job Code	AD74
Job Description Title	Supv, Student Health Insurance
Pay Grade	SR07
Range Minimum	$41,590
33rd %	$48,530
Range Midpoint	$51,990
67th %	$55,460
Range Maximum	$62,390
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/16/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Responsible for managing and administration of international students, scholars, and graduate students health insurance plans.

RESPONSIBILITIES

- Manages the enrollment of all international students, scholars, and graduate students in the student health insurance plan.
- Oversees staff for the actual enrollment in the insurance plan and the audit of invoices. Checks all invoices audited by staff, research errors and assist the insurance provider and health care providers in correcting errors and establishing practices that will avoid future errors.
- Collaborates with the insurance provider to correct any errors and assist with any questions or student claims.
- Conducts one or two student health insurance forum sessions annually.
- Oversees the education and advising of students seeking insurance coverage and assistance with claims, training staff, and coordinating with immigration staff as needed.
- Collaborates with other offices, including the Graduate School, AUMC and the AU Pharmacy to design and automate processes and payments of a multi-million enterprise for AU, and to provide excellent service to AU students, scholars and their families.
- Supervises full time and temporary employee staff members, fulfilling complex roles including full responsibility for formal performance management, decision making or significant input into pay or hire/fire decisions, decision making or significant input into other employment status decisions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	4 years of	experience working with health insurance and the health care industry as well as regulatory constraints on services.	Or
Associate's Degree	no specific degree	and	2 years of	experience working with health insurance and the health care industry as well as regulatory constraints on services.	Or
Bachelor's Degree	no specific degree		0 years of	experience working with health insurance and the health care industry as well as regulatory constraints on services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In depth knowledge of state and federal laws and regulations relating to health care benefits administration.	
Knowledge of problem solving and financial bookkeeping and auditing.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.