
Auburn University Job Description

Job Title: **Supv, Student Health Insurance**

Job Family: No Family

Job Code: **AD74**

Grade SR07 \$37,900-\$56,900

FLSA status: Exempt

Job Summary

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

Essential Functions

1. Oversees the enrollment of all international students, scholars, and graduate students in the student health insurance plan.
2. Oversees staff for the actual enrollment in the insurance plan and the audit of invoices. Checks all invoices audited by staff, track down errors and assist the insurance provider and health care providers in avoiding future errors.
3. Collaborates with the insurance provider to correct any errors and assist with any questions or student claims.
4. Conducts one or two student health insurance forum sessions annually.
5. Oversees the education and advising of students seeking insurance coverage and assistance with claims, training staff, and coordinating with immigration staff as needed.
6. 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 for AU student, scholars and their families.
7. 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.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High school diploma or equivalent.
Experience (yrs.)	4	Experience working with health insurance and the health care industry as well as regulatory constraints on services. Must have at least (1) year of experience directly supervising employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Date: 3/16/2023
