

JOB INFORMATION

| | |
|-----------------------|---|
| Job Code | CA61 |
| Job Description Title | Admin Support Spec-Intl Travel, Insurance |
| Pay Grade | AS08 |
| Range Minimum | \$39,530 |
| 33rd % | \$46,120 |
| Range Midpoint | \$49,410 |
| 67th % | \$52,710 |
| Range Maximum | \$59,300 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |

JOB FAMILY AND FUNCTION

| | |
|---------------|--------------------------------------|
| Job Family: | Administration & Operational Support |
| Job Function: | Administrative Support |

JOB SUMMARY

Reporting to the Assistant Director of Auburn Aboard, the Administrative Support Specialist for International Travel Insurance provides customer service and assists with enrolling and processing Requests to Travel Outside of the 50 United States (RAT50) and Auburn University Travel Insurance for both Auburn University (AU) and Auburn University at Montgomery (AUM) faculty, staff, graduate students, and their dependents.

RESPONSIBILITIES

| |
|---|
| <ul style="list-style-type: none"> Assists faculty, staff, graduate students, and dependents with the completion of RAT50s. Maintains database with accurate information and works with the Director and IT on any changes to forms. Processes dependent payments on Marketplace. Performs administrative duties that include assisting with enrolling completed RAT50 travelers in AU International Insurance, pay vendors, charge departments, and reconcile Pcard purchases. Reviews RAT50s for graduate students going to US Dept of State Travel Alert level 3 and 4 countries regularly and works with the Director to alert them to requirements of AU Travel Warning Policy. Collaborates with other Auburn Aboard Coordinators to enroll Auburn Aboard students in AU International Travel Emergency Insurance Identifies and corrects any enrollment issues. Assists in Managing International Travel Crises training which includes updating insurance sections and presenting insurance and compliance sections. Markets and schedules events to promote RAT50 and AU International Travel Insurance services across campus. Ensures the RAT50 website and marketing materials are updated as needed. Assists with handling and reporting data or operational issues that may occur for RAT50 and travel insurance. Performs other duties as assigned. |
|---|

SUPERVISORY RESPONSIBILITIES

| | |
|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---|

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 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 | | and | 4 years of | Experience in travel insurance and university administrative software systems. | |

Substitutions Allowed for Education Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of customer service policies and procedures.

Ability to learn and utilize Banner and similar enterprise-wide operations software.

Ability to organize presentations and present.

Ability to complete complex tasks with minimal supervision.

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-------|--------|--------------|------------|------------|--------|
|-----------------|-------|--------|--------------|------------|------------|--------|

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
|-------------------|-------|--------|--------------|------------|------------|