

**November 16, 2016**

**ADMINISTRATIVE ASSISTANT**

**DEPARTMENT: Benefit Management and Research - CAO**

**FLSA: Exempt**

**JOB POSTING: #17-024 (Exam Request title: Administrative Assistant)**

Please apply at: <http://dscc.uic.edu/who-we-are/employment-opportunities-3/career-search/>

**Minimum Acceptable Qualifications are:**

1. High school graduation or equivalent
2. Any one or any combination totaling five (5) years (60 months) from the following categories:
  - (a) college course work in business, finance, accounting or a related field:
    - 60 semester hours or an Associate's degree equals one (1) year (12 months)
    - 90 semester hours equals two (2) years (24 months)
    - 120 semester hours or a Bachelor's degree equals three (3) years (36 months)
    - Master's degree or higher equals four (4) years (48 months)
  - (b) progressively more responsible professional, managerial and supervisory experience that included experience in areas such as supervising staff or job function, organizing and coordinating office operations, and performing duties that lead to knowledge of generally accepted office management principles

\*As required by the position to be filled, education, training and/or work experience in an area of specialization inherent to the position may be required to meet credential requirement #2.

\* Five (5) years of professional, managerial and supervisory experience that included experience in areas such as supervising staff or job function and organizing and coordinating office operations.

**FUNCTION**

Responsible for overseeing administrative functions of the Benefit Management and Research team. Responsible for working closely with the Director of External Affairs in managing the day to day operations of Benefit Management and Research and HIPAA units. Leads and/or assists in special projects as directed by Senior Management.

## ORGANIZATIONAL RELATIONSHIP:

This Administrative Assistant position reports to the Director of External Affairs. The Director of External Affairs reports to the Executive Director.

## JOB DUTIES:

- Advises and provides executive support to the Director of External Affairs and other Senior Managers, including the Executive Director.
- Oversees administrative functions and day to day operations of the Benefit Management and Research team.
- Provides expertise, and performs specialized work assignments in the area of benefits management.
- Leads and/or assists in the development of new operational policies and procedures.
- Leads and/or assists in the updating of HIPAA policies and procedures.
- Provides benefit coordination expertise and formulates resolutions for UIC-DSCC staff and families by investigating and troubleshooting problems in relationship to benefits management issues in accordance with UIC-DSCC policy and procedures with all payer types (e.g., public, private and non for profit organizations).
- Represents DSCC Senior Management, as requested, attending various committees and/or professional conferences.
- Investigates, plans, organizes, interprets, and analyzes various sources of information in support of the Benefit Management and Resource Unit.
- Assists in HIPAA duties, including but not limited to reviews, training, investigations and resolving issues.

## KNOWLEDGE, SKILLS AND ABILITIES

- To manage staff
- Rules, Regulation and Laws related to Medicaid, private insurance benefits and HIPAA
- Work with all levels of personnel; paraprofessional, professional, administrative staff
- Effective oral and written communication skills
- Public relations, which may include public speaking
- Claims processing
- Various software packages
- Research and development in training and reference materials

- Understand all phases of unit work procedures
- Conceptualize, define, develop and complete training programs and course materials.
- Maintain high level of integrity and have professional interpersonal skills
- Exercise independent judgment
- Organize and analyze important information and work flow
- Work independently
- Analyze quality of staff work
- Develop policies and procedures
- Ability to multi task

## ENVIRONMENTAL DEMANDS

Moderate travel including overnight stays required. Ability to carry luggage, laptop and other materials as needed. Job duties may include some public speaking. Sedentary while in office setting.

*The University of Illinois at Chicago Division of Specialized Care for Children is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.*

*The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.*