



Job Ad

Ministry: Ministry of Training, Colleges and Universities
Division: Student Support Branch
Position Title: COMMUNICATIONS OFFICER
Duration: 1 Temporary assignment/contract up to 12 months
Location: 189 Red River Road, Thunder Bay, P7B 6G9, North Region
Compensation Group: OPSEU
Salary: \$1,125.46 - \$1,289.66 (MplusM) per week*
Position Status: Open
Job Code: 2703 - Information Officer 2
Schedule: 6
Category: Communications; Marketing and Creative Services
Job ID: 11995

Are you looking for a chance to showcase your creativity while demonstrating your skills in public relations and project management? Would you like to play a part in helping potential students access resources to enable them to attend a post secondary institution? If you would like to be a part of this exciting, needs-based program, consider the following bilingual opportunity!

In this challenging position with the Ministry of Training, Colleges, and Universities, you will liaise with institutional Financial Aid Administrators, federal and provincial government officials, parents and students to ensure awareness of the full details of programs administered by the Student Support Branch. In addition, writing, editing, proofreading, and coordinating the production of all French and English language publications, including the Ontario Student Assistance Program (OSAP) website, pamphlets, brochures, forms, computer generated correspondence and related material, will also be a part of this role.

Qualifications: proficiency in English as well as oral and written French at the superior level; knowledge of and ability to use computers and software applications, including MS Word and Excel; established knowledge of website design (HTML, PDF, Javascript, and style sheets) and web-based design and usability practices; knowledge of public relations, journalism, and publication procedures; initiative, creativity, and project management skills to coordinate effective communication programs; demonstrated communication, interpersonal, and presentation skills; ability to work in a team environment.

Posting Date: Friday, September 12, 2008

Closing Date: Friday, September 26, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Northern Recruitment Centre - Ministry of Government Services
159 Cedar Street, Suite 404
Sudbury, Ontario, P3E 6A5
Fax: (705)564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

The Ontario Public Service is an equal opportunity employer.

Accommodation will be provided in accordance with the Ontario Human Rights Code.

*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.