



Job Ad

Ministry: Ministry of Training, Colleges and Universities
Division: Student Support Branch
Position Title: PROGRAM ASSISTANT
Duration: 1 Permanent
Location: 189 Red River Road, Thunder Bay, P7G 1J9, North Region
Compensation Group: OPSEU
Salary: \$22.18 - \$25.08 (MplusM) per hour*
Position Status: Open
Job Code: 09OAD - Office Administration 09
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 10040

Are you concerned about access to postsecondary education? Do you want to be part of a team that helps students access financial aid and contribute to building a stronger Ontario? Then this opportunity with the student support branch will provide you with a rewarding career.

As an organized and motivated bilingual individual, you will use your strong communication and customer service skills to provide information on financial student aid programs to students, elected officials, financial aid representatives at postsecondary institutions, and the general public. Working with applications, you will assess and evaluate submissions to ensure correctness and completeness and liaise with students to address issues and concerns.

Qualifications: proficiency in English and oral and written French at the advanced level; demonstrated communications skills to explain policies and procedures; proven customer service skills including tact and diplomacy while dealing with clients; established organization and prioritization skills to manage in a high volume environment; proven attention to detail, accuracy and judgement abilities to review and complete files; demonstrated computer software abilities including word processing and online systems; knowledge of student support financial aid programs to provide information to clients.

Posting Date: Friday, August 22, 2008

Closing Date: Monday, September 08, 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.