



**NOTICE:** Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

## Job Ad

**Ministry:** Ministry of Training, Colleges and Universities  
**Division:** Post Secondary Education Division  
**Position Title:** Compliance Officer  
**Duration:** 1 Permanent  
**Location:** 189 Red River Rd, Thunder Bay, P7B 1A2, North Region (Restricted to OPS employees living or working within 125km of the location)  
**Compensation Group:** OPSEU  
**Salary:** \$1,131.67 - \$1,372.65 per week\*  
**Position Status:** Restricted  
**Job Code:** 5670 - Investigator 1 OSC  
**Schedule:** 6  
**Category:** Inspections and Investigations  
**Job ID:** 19576

The Ontario Student Assistance Program (OSAP) provides eligible Ontario students with financial assistance to help pay for their education. In this challenging role as a Compliance Officer with the Ministry of Training, Colleges and Universities, Student Support Branch, you will play an important role in ensuring the effectiveness of OSAP.

You will conduct investigations of postsecondary students who are suspected as having applied for and/or received OSAP under false pretences and make recommendations for appropriate disposition. You will also respond to student and institutional inquiries regarding eligibility, act as an Inspector under the Ministry of Training, Colleges and Universities Act, formulate opinions about institutional compliance with all applicable laws and OSAP policies, and prepare reports of inspection and investigation. Additionally, you will analyze data to identify program malfeasance, participate in reviews of policies and procedures, and perform other duties as assigned.

**Qualifications:** Demonstrated knowledge of investigative and research methodologies to carry out investigations of student files, ability to act as an Inspector, assess findings, and determine appropriate action; knowledge of rules of evidence, due process of law, and techniques for gathering and presenting information that may be used in legal proceedings; demonstrated ability to interpret and apply legislation, such as Freedom of Information and Protection of Privacy Act, the Private Career Colleges Act 2005, and the Ministry of Training, Colleges and Universities Act; analytical and problem solving skills; proficiency with computer operation and software such as word processing, spreadsheets, data base, presentations, email and internet searches; proven communication and interpersonal skills to effectively and tactfully communicate with students, spouses, parents, and others, and to serve as an effective witness as required in law enforcement and legal proceedings; written communication skills to prepare correspondence and reports.

Please note: Online applications to restricted competitions are not accessible from your home computer; to apply to a restricted competition, please utilize an OPS computer terminal.

**Posting Date:** Thursday, July 30, 2009

**Closing Date:** Friday, August 14, 2009

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

### Apply online or send application to:

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at  
1-866-333-8491, Ontario, CANADA  
Fax: Faxes are not being accepted at this time.

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 the salary listed as per the OPSEU Collective Agreement.