



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: Student Support Branch
Position Title: PROGRAM ASSISTANTS
Duration: 2 Temporary contracts/assignments up to 12 months with the possibility of extension
Location: 189 Red River Road, Thunder Bay, P7B 6G9, North Region
Compensation Group: OPSEU
Salary: \$22.57 - \$25.52 per hour*
Position Status: Open
Job Code: 09OAD - Office Administration 09
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 19329

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 individual, you will use your strong communications 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 as well as liaise with students to address issues and concerns.

Qualifications: 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 abilities with computer software, including word processing and online systems; knowledge of student support financial aid programs to provide information to clients.

Posting Date: Tuesday, June 30, 2009

Closing Date: Friday, July 17, 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.

