



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 ADMINISTRATOR  
**Duration:** 1 Temporary contract/assignment up to 12 months with the possibility of extension  
**Location:** 189 Red River Road, 4th Floor, Thunder Bay, P7B6G9, North Region  
**Compensation Group:** OPSEU  
**Salary:** \$27.97 - \$32.48 per hour\*  
**Position Status:** Restricted  
**Job Code:** 12OAD - Office Administration 12  
**Schedule:** 3  
**Category:** Administrative and Support Services  
**Job ID:** 19328

Problem solving, analytical and communication skills are in high demand at the Student Support Branch with the Ministry of Training, Colleges and Universities. If these describe your strengths, then consider this fast paced environment for your next career.

In this exciting role, you will provide excellent customer service to members of the public, MPPs, financial aid representatives and other ministries. You will evaluate, assess and monitor applications for financial student aid as well as liaise with postsecondary institutions to provide advice and direction on policies and procedures in the administration of programs. Your analytical skills will be a valued contribution to improving the education and skills of Ontarians.

**Qualifications:** demonstrated problem solving, analytical and research skills to research program policies, past precedents and to gather information; excellent communication skills to explain decisions; proven judgement and decision making skills to make independent decisions on cases requiring special consideration; organizational skills to work in a high volume environment; strong customer service skills including tact, diplomacy and confidentiality; knowledge of student support financial aid programs to provide information to clients; computer proficiency using word processing software and databases.

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:** 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.