Financial Aid Assistant

Position Details

Position Information

Position Title	Financial Aid Assistant
Posting Type	Temporary
End Date (if applicable)	08/30/2024
Classification Title	App G Student
Pay Band	1
Min Salary	$16.55
Max Salary	$16.55

Position Summary

Duties and responsibilities include:

- Assisting students to apply for OSAP
- Archiving OSAP files
- Preparing previous years' archived files for shipment to ministry storage;
- Processing basic documents
- Answering basic questions pertaining to Financial Aid
- Sorting and filing OSAP documentation and processing basic documents

Location/Campus — Thunder Bay Campus

Education

Minimum level of formal education required for the position — Partial Secondary School Completion

Specific course(s), certification, qualification, formal training or accreditation required for the position

Additional Requirements

Field(s) of Study

- Must be a full-time post-secondary student at Confederation College in the 2023-24 academic year (minimum – attending entire winter 2024 semester). *Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;
- Must be returning to Confederation College as a full-time post-secondary student in September 2024 and have submitted a confirmation of enrolment form to the Financial Aid department;
- Must demonstrate financial need which is determined by submitting a financial needs form to the Financial Aid department;
- Must be a Canadian citizen, permanent resident, protected person or an International Student of Confederation College who is legally eligible to work in Canada;

Experience

Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position

Less than one (1) year

Type of Experience

Posting Detail Information

Posting Number

SU-P-24-86P

Close Date

03/10/2024

Reference Collection Settings

Reference Collection Settings

Minimum Requests

0

Maximum Requests

Reference Related Instructions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Please indicate if you are enrolled as an international or domestic student.
   - international student
   - domestic student

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

Optional Documents

None