



## OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

### POSITION DESCRIPTION

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<b>Position Title:</b>	<b>Financial Aid Officer</b>
<b>Hours of work</b>	<b>Monday to Friday (flexible work week) Some weekends</b>
<b>Location:</b>	<b>Centennial Square</b>
<b>Reports to:</b>	<b>Director of Student Success</b>
<b>Appointment:</b>	<b>Full Time</b>
<b>Salary:</b>	<b>\$45,000- \$50,000</b>

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#### WHO WE ARE:

OSHKI-WENJACK's mission is to achieve excellence as a leader in the innovative design and delivery of quality post-secondary and training programs which meet the holistic educational needs of Nishnawbe Aski Nation and other learners in a safe, inclusive, supportive, and culturally enriched learning environment.

#### VISION STATEMENT:

OSHKI-WENJACK is the Institute of choice for Indigenous learners and provides holistic, expert-designed, and accredited post-secondary education. OSHKI-WENJACK builds self-awareness in learners and empowers them to contribute to the community, economic and cultural growth of Nishnawbe Aski Nation and other communities.

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#### POSITION SUMMARY

Reporting to the Director of Student Success the Financial Aid Officer will be dedicated to empowering students to achieve their dreams thru education. We are seeking an outgoing and organized individual to join our team. The Financial Aid officer will be responsible in assisting our students secure funding they need for their education journey. This role requires an understanding of funding streams available to our students and the process in attaining the funding.

#### KEY RESPONSIBILITIES

- Participate in all Ministry-sponsored financial assistance program trainings.
  - Learn and maintain current knowledge of Federal and Provincial regulations pertaining to financial aid.
  - Follow all Ministry guidelines and procedures relating to administration of OSAP.
  - Check for new updates from OSAP portal regarding OSAP administration. Inform management about new updates and prepare plan to implement any changes.
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- Provide comprehensive, timely services to all students and exceptional customer service at all times.
- Conduct preliminary financing interview with new students to explain various financial funding options.
- Explain and assist new and current students to apply for OSAP loans as per Ministry guidelines.
- Create financial plans for current and new students.
- Respond to student inquiries regarding financial status.
- Coordinate and submit required documents for Government funding from other provinces.
- Handle all student finance related inquiries.
- Prepare and distribute packaging reports.
- Track applications on an ongoing basis.
- Monitor student attendance and progress, and document them in student's financial file.
- Monitor day to day receivables.
- Ensure all student payment plans are up to date on the system.
- Provide accurate information and advise students on financial aid eligibility and various financial aid programs (training provided).
- Assist students in understanding and successfully managing their loan obligations (training provided).
- Collect money from students for tuition fees, printing credits, parking, supplemental exams, remediation, etc. Enter collections in computer system and issue receipts.
- Prepare daily collection report and submit with cheques/cash/card receipts to finance.
- Reconcile any differences with collection and report.
- Close OSAP files for graduated students. Ensure that all documents are in file as per Ministry requirements.
- Prepare refund calculations for dropped or suspended students.
- Prepare documents and plan for yearly compliance audit.
- Ensure timely and successful completion of compliance audit.
- Perform miscellaneous job-related duties as assigned.
- Set up tuition payment arrangements and contact students to collect outstanding balances to keep their accounts current.

### **Other Duties**

- Supports the Admission Officer in any aspect of the admissions process for student applicants.
- Take personal responsibility to increase sensitivity, awareness, and implementation of Oshki-Wenjack's cultural teachings and organizational practices in both professional conduct and work-related deliverables.
- Access and utilize Elders and Knowledge holders for teachings and guidance as it relates to work deliverables.
- When time permits, support the Admissions Officer in any aspects of the Student Success Departments.
- Be prepared to work in conjunction with the philosophy and mandate of the Institute.
- Adhere to the Policies and Procedures as set by the Institute.
- Always maintain professionalism.

- Adhere to the Code of Ethics and positive relationship building.
- Regular attendance and conduct at work according to the requirements of Oshki-Wenjack's Policies and Procedures.

## **COMPETENCIES REQUIRED**

### **Specific Knowledge:**

- Knowledge of Indigenous culture, traditions, and Indigenous communities.
- Office practices and procedures as they relate to admissions and recruitment.
- Proficient in Microsoft Office (Word, Excel, Outlook, Email) and internet.
- Recruitment techniques.

### **Skills and Attributes**

- Ability to exercise initiative and good judgment in handling sensitive information.
- Excellent oral and written communication skills
- Excellent sense of responsibility and ability to work with minimal supervision.
- Ability to manage multiple tasks, organize priorities, and meet deadlines.
- Excellent interpersonal skills for the development of strong relationships
- Excellent leadership skills and team-building ability
- Highly organized.

## **QUALIFICATIONS AND REQUIREMENTS**

### **Education**

- Post-secondary education in business or finance from an accredited educational institution or an equivalent combination of education and experience
- Previous OSAP experience within the Private Career College industry an asset

### **Required**

- Successful in maintaining exemplary customer service levels
- Detail oriented with the ability to prioritize workloads to meet deadlines
- Must be able to work independently and within a team environment
- Knowledge of Microsoft Office Excel and Word
- Ability to speak an Indigenous Language is considered an asset.

## **WORKING CONDITIONS**

- Office setting
- Extended periods of screen time
- Travel to road access and fly in remote communities.

## **HEALTH & SAFETY**

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all

incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve health and safety.

Job type: Full-time, Permanent

In addition to competitive wages and a rewarding career where you can truly make a difference, we offer a comprehensive benefit package that meets the various needs of our diverse employees. Including,

- Cultural Activities.
- Employee development group activities.
- Personal training opportunities.
- Health and Dental.
- Company pension.
- Paid Vacation.
- Personal days.
- Stat and Civic Holidays.
- Access to cultural supports.
- Paid time off at Christmas in addition to paid vacation time.

Schedule:

- Flex shifts
- Day shift
- Evenings
- Monday to Friday

Experience:

- 1 year

**Employment is subject to:**

- Proof of Education requirements
- This position shall be conditional upon a satisfactory Criminal Record and Judicial Matters Check (CRJMC) where indicated, to ensure the absence of relevant criminal convictions.
- Offers of employment made to external candidates are conditional upon providing proof of COVID-19 vaccination as per the Oshki-Wenjack Immunization Policy or proof of valid medical exemption, prior to the offered effective date. If proof of vaccination or valid medical exemption is not provided, the offer of employment is rescinded.

**Preference may be given to:**

Individuals of Indigenous (First Nation, Metis, Inuit) ancestry  
(Section 18 of the Human Rights Code of Ontario)

The above statements are the general functions of the position, and should not be interpreted as a detailed description of all the work requirements that may pertain to the job. This position description will be reviewed on an annual basis and may be subject to change.

Closing Date: Until filled.

Individuals who feel they are qualified are invited to submit a cover letter (quoting the above position title) along with a current resume, and three (3) work related references to:

[HR@OSHKI.CA](mailto:HR@OSHKI.CA)

Please write the title of the position you are applying for in the subject line of the email.

We thank all those who apply, however only those selected for an interview will be contacted.