

## REGULAR PART TIME (RPT) OPPORTUNITY

### Jr. Support Services Officer C – OYAP Support Officer \*REPOST\*

<b>Department:</b>	Student Services	<b>Competition #:</b>	24-PTSS-19
<b>Campus:</b>	South - Windsor	<b>Classification:</b>	Jr. Support Services Officer C
<b>Posting Type:</b>	External	<b>Hourly Wage:</b>	\$29.24
<b>Status:</b>	Regular Part Time Less than 12 months	<b>Hours per Week:</b>	10
<b>Position Test:</b>	No	<b>Weekly Schedule:</b>	Monday - Friday
<b>Clerical Test:</b>	Yes		
<b>Start Date:</b>	As soon as possible	<b>Closing Date:</b>	OPEN

#### **Position Summary:**

Reporting to the Supervisor - Youth Development Programs, the Junior Support Services Officer C will support the school by functioning in a busy office environment as part of a team. The ideal candidate will demonstrate tact and diplomacy, provide outstanding customer service, and understand the Skilled Trades, Apprenticeships, and Ministry policies and pathways. The successful candidate will liaise and promote college programs with local school boards and support students in achieving their OYAP Level 1 and Ontario Secondary School Diploma. Strong computer and organizational skills in Microsoft Suite are required and will be tested.

#### **Summary of Duties:**

Based on the syllabus and previously taught theory, the technologist completes the following duties:

- Process standard information forms such as assisting with applications, grants and OSAP;
- Assist the Supervisor of Youth Development with Ontario Youth Apprenticeship Program (OYAP) planning and support, including coordination with St. Clair College departments and district school board partners, as well as acting as pathways advisor to OYAP students;
- Assisting with the planning and delivery of skilled trades dual credits;
- Compile and analyze data in order to provide recommendations as to the appropriate course of action;
- Prepare operation plans, schedules, information sessions and terms of reference;
- Represent the College in dealing with the public by attending appropriate functions;
- Train, coordinate and monitor the activities of students as appropriate.

#### **Position Requirements:**

**EXPERIENCE:** Minimum of more than one year and up to three years of practical experience working with OYAP Students with extensive knowledge of Apprenticeships and requirements. Experience in the classroom environment is a definite asset.

**TRAINING/TECHNICAL SKILLS:** Required skills normally acquired through the attainment of a two-year Community College diploma or equivalent.

As our ideal candidate,

- You will have excellent verbal and written communication skills with strong attention to detail
- You will have a high degree of multi-tasking and time management capabilities
- You are committed to providing excellent customer service
- You are able to think fast and problem solve where appropriate
- You will be proficient in MS Office

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

**All active internal applicants MUST apply through the St. Clair College online application system:**  
<https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

Candidates with non-North American credentials must provide a [World Education Services \(WES\)](#) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to [WES](#). Offers of employment require a completed evaluation from [WES](#).

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.