

Student Liaison

**Location:**

Makkovik

Department:

Education & Economic Development

Term:

Permanent Full-Time

Closing Date:

February 25, 2021

Responsibilities:

- Receiving and reviewing incoming funding applications
- Analyze applications and determine eligibility of applicant, institution and level of funding
- Determine appropriate next steps and content of receipt of application letters
- Receive and file all required documents
- Maintain applicant list and spreadsheet of required and received documents
- Send out acceptance letters/learning contracts to students
- Send sponsorship letters to institutions
- Processing and providing information to finance as required
- Receive and record student documents throughout each semester (address forms, renewal forms, etc.)
- Oversee dissemination of student correspondence and notices via e-mail and Facebook pages
- Maintain in-house student database and run reports as requested
- Data entry into ARMS
- Answer incoming questions regarding funding programs, eligibility, application process, deadlines, etc.
- Training and traveling as required
- Other related duties as required

Qualifications:

- Two (2) year diploma course in Office Administration with five (3) years working experience and/or equivalent combination of education and experience.
- Strong organizational, time management and resolution skills
- Ability to perform duties under minimal supervision in a fast paced work environment
- Ability to work with staff, membership, external agencies on the Division's behalf
- Proficient computer skills including: Microsoft Word, Excel, and PowerPoint with the ability to master new software applications easily.
- Knowledge of Inuit Culture and Inuit Communities.

Assets:

- Bilingual in Inuktitut and English

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

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Kaujisallutit:
careersonline@nunatsiavut.com
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Nunatsiavut kavamanga atjigettisiKattatuk suliasasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliasasiugutimmilonnet ottugannimi.