

STUDENT SUPPORTS COORDINATOR

Department: Education & Economic Development

Term: Permanent Full-Time

Community: Makkovik

Closing: April 7, 2025

Responsibilities:

- Receive and record all Renewal Forms for students throughout the academic year.
- Complete Sponsorship Verification Forms (SVFs) and send to post-secondary institutions as required for each specific program.
- Create and maintain the current student list on a daily basis, recording all pertinent information from all incoming forms/staff updates.
- Receive, review and code all incoming invoices for student tuition and all other accounts payable.
- Correspond with post-secondary institutions and vendors when invoices are incomplete.
- Responsible for corresponding with students when forms are submitted, late incorrect or once discontinued or removed to confirm removal from the sponsorship list.
- Update SVFs to void once student discontinues/is removed and send to institution.
- Responsible for filing of all finance paperwork and creation of payment batches.
- Data entry into the divisions database as required.
- Training and in-servicing as required.
- Other related duties as required.

Qualifications:

- Diploma in Office Administration, Business Administration, or Information Management, and 2 years experience. Combination of relevant education and/or experience will be considered.
- Proficient computer skills including knowledge of Microsoft Excel and Word.
- Strong organizational and time management skills.

Assets:

- Bilingual in Inuktitut and English.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

Contact:

careers@nunatsiavut.com

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

ILINNIAJOP IKAJUTTISANGA AULATSIJI

suliaKapvik: SuliaKapvingani Ilinnianimmut kenaujaliugiamullu Pivalliagutinik

Kanga: SuliaKainnaluni Ilonnainik SitontikKalluni

Nani: Makkovik-imi

killilipvinga: Âprel 7, 2025

kamagijatsat:

- Tigollailuni ammalu nipiliulluni ilonnanginni nutâni tatagai-gialinni ilinniatunit.
- Tataisongulluni Kinugautinni Kaujimajaugettuni tataigutinnit (SVFs) ammalu aulatitsisongulluni ilinniaivitsuami ilinniasimannimut nalunaikkutalinnut attutaugiaKammattatjigengitunnut atuttauKattatunnut.
- ÂkKisisonngulluni ammalu piulimattisiKattaluni ilinniatunut âkKitaugesimajunut Kautamât, allaKutinottausiatillugit ilonnatit kamagijaugesimajunut Kaujimajaugejunut tikititauKattajunut tatagait / suliaKattilu Kaujimajauniammata.
- Tikititaullutit, KimikKulugit ammalu nalunaikkutangat akiliusi-atsait ilinniajunut ilinniajop akilitsanginni ammalu asinginnit kenaujallittâjunut.
- AngâgutiKalluni ilinniaivitsuami ilinniasimanimmut suliaKapvingani ammalu pitâviugunnatut akilitsanik tatattaugesimangitunnit.
- kamagialik kamagijaugialinnit ilinniajunut tatagait Tunijausimajut, upalusimajut tammasimajut ubvalu atuttaugunnaitunut ubvalu pejausimajunut sulittillugu pejauguni aittutausimajunut.
- kamagijausimajunut pejailluni ilinniajut pijageppata, pejauppat aulatillugit inigijajuni.
- kamajiulluni kenaujalgijup kamagisimajaginni ammalu âkKisuttausimajut.
- Allasimajut Kaujisautamajut ilillugit aviukKasimajunut Kaujisattamajut pigiaKaguni.
- Ilinnialuni pigiaKaguni.
- Asinginni suliaKalluni pigiaKaguni.

Ilisimausigigialingit:

- NalunaikkutaKalluni suliaKapvimi aulatsijiugiamik, kenaujattigit aulatsijiugiamik ubvalu Kaujimajaugialinnit kamatsialuni, maggonik jârinik Kaujimagelluni. Nallituinnak ilinniasimajangannit Kaujimagelluni kamagijausat.
- Kaujimatsialuni Kagitaujakkut Microsoft Excel ammalu Word.
- Kaujimatsialuni âkKisitsiugiamit ammalu sitontinginnit pisongulluni.

Suliatsatâgutaugunnatut:

- Tamâginnik uKâlasongulluni Inuttit Kallunâtitullu.

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni.
- Namutuinnak aigalannimut IkajuttaugutiKalluni.
- Labradorimi IkajuttaugutiKalluni.
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinimmi amma kigutiligijaunnimi.
- katingautik utittitaugutik InutuKaunimmut.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.