



## Job Description

<b>Job Title:</b>	Loans Summer Student	<b>Program:</b>	Loans
<b>Reports to:</b>	Loans Manager	<b>Effective Date:</b>	June 18, 2013
<b>Wage Band</b>	Approved funded rate	<b>Revised Date:</b>	January 2017

### JOB SUMMARY:

The Loans Summer Student works closely with the loans staff to respond to financing inquiries, promote NADF programs and services and monitor/update NADF's current database and provides administrative and financial support as required.

### ACCOUNTABILITY:

The Loans Summer Student is supervised by and is directly accountable to the Loans Manager and/or designate.

### DUTIES AND RESPONSIBILITIES:

1. Review assigned loan files upon assignment to ensure: All documentation is filed as required by established policies and procedures and the requirements of the financing letter of offer are up-to-date and filed accordingly.
2. Loan files and related database entries are entered, verified and completed and organized to allow prompt response to inquiries by staff and/or management.
3. To ensure data loan information, such as, security/collateral reminders as required by policies and procedures are up-to-date for clients and business information.
4. Provide detailed information to clients and potential clients on all NADF programs and services.
5. Provide entrepreneurs with general information on the requirements for business startups and provide referrals to business development support agencies where required.
6. To share all completed tasks as requested by the Loans Manager on a weekly basis.
7. Research, analyze and share loans data on proposed projects and report results to Loans Manager on a weekly basis.
8. Participate in training recommended by the Loans Manager.
9. To provide receptionist services at the NADF office, when needed; process incoming and outgoing mail and faxes and maintains administrative files as per established policies and procedures.
10. To review all older board meeting minutes or the annual reports in order to identify jobs creation/maintain leveraging, business types, etc. with all loans and share report to Loans Manager.
11. To review, maintained and keep current tracking on all loan leverages, seek information from respective departments.
12. Attends internal or external meetings as required.
13. Other duties as assigned and requested by the Loans Manager and/or designate.

### STANDARDS OF PERFORMANCE:

1. Works productively and professionally as a member of the NADF's team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all

personnel and other confidential internal records and proceedings.

3. Assigned duties and responsibilities are carried out in a professional and timely manner in cooperation with management and staff as per policies and procedures.
4. Completes all reports and submissions on time and in a professional manner; all information on Loan Management System is kept up-to-date.
5. Demonstrates time management (attendance and punctual) and the ability to prioritize workload efficiently and effectively.
6. Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
7. Adheres to NADF policies and procedures.
8. Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.
9. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
10. Works effectively and efficiently with a minimum of supervision.
11. Knowledge of and commitment to the mandate and services provided by NADF.
12. Knowledge of the people and culture, in-depth knowledge of the economic climate and business development priorities of regional Aboriginals.
13. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
14. Must be willing and able to travel by air and road to remote and rural northern communities.
15. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the Employee Personnel Policy.

**QUALIFICATIONS:**

**Eligible participants**

1. To be eligible, students must:
  - be between 15 and 30 years of age at the start of the employment.
  - have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year.
  - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
  - be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
2. Knowledge of Aboriginal economic business development in Northern Ontario.
3. Strong oral and written communication and public relations skills.
4. Problem identification and problem-solving skills.
5. Good knowledge and experience using word processing and spreadsheet programs an asset; experience with Microsoft Word and Excel programs is preferred.
6. Experience working within Aboriginal communities, members or with Aboriginal clients.
7. Knowledge of or experience working within the NADF territory and familiarity with the Aboriginal people in Northern Ontario is an asset.