Awards & Financial Aid Assistant

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Awards & Financial Aid Assistant

Student Financial Services, Office of Registrarial Services

Hiring #: 2018-0261

Please read the Application Instructions [1] before applying.

Student Awards & Financial Aid is the primary unit responsible for the administration and awarding of the University of Guelph’s merit and need-based awards; the work-study and undergraduate research assistantship programs: external scholarship agencies award renewals and selection; and government student assistance programs (OSAP). During the 2016/17 year, $46.5 million in awards (consisting of scholarships, bursaries, grants and prizes) were issued to University of Guelph, Guelph-Humber, and Ridgetown students.

Reporting to the Manager, Student Awards & Financial Aid, the Awards & Financial Aid Assistant is one of 3 positions responsible for the promotion, administration, record keeping, adjudication, assessing, requisitioning, and distribution of undergraduate, diploma and graduate awards, the work-study and undergraduate research assistantship (URA) approvals.

Key responsibilities include:

- distribution, collection, and compilation of student award applications, assessing and confirming eligibility of applicants and recipients by verifying academic and financial statuses and other criteria;
- processing and allocation of awards including applying these to the students’ accounts; organizing and soliciting recommendations and applications from college award committees; adherence to strict regulations in the policies and procedures that govern the awards programs;
- maintaining files through the Student Information System - Colleague, MS Access database, XML editor and in hard copy and electronic file data transfers to the University’s Financial Reporting System;
- determines student eligibility for bursary; work-study and URA; preparing scholarship and bursary appeal request for committee;
- organizing the initial selection of the President’s and Chancellors’ Scholarship competition;
- reporting all award income and updating student OSAP applications;
- participating in on-campus recruitment events promoting institutional and government financial aid;
- provide answers to verbal and written inquiries from students, parents, faculty, and staff related to award and financial aid programs.

As a member of the Student Financial Services team, the incumbent will also provide support to other areas during very busy periods of student inquiries, via in person, telephone and email.

Requirements of the position include:
Awards & Financial Aid Assistant
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- One (1) year community college diploma in business or office administration (undergraduate degree preferred).
- Six (6) to nine (9) months previous related experience (several years experience in a student financial office which includes award programs, student government assistance programs, academic policies and procedures preferred)
- Ability to perform a high volume of work accurately and promptly.
- Strong computer programs skills with excellent demonstrated knowledge of Microsoft Office, internet and word processing applications. Experience with Colleague, One-Key, AS400 and ADI would be preferred.
- Proven analytical and problem solving skills.
- Strong and effective organizational skills with follow through, including the ability to manage multiple priorities.
- Open to learning, exercise good judgement and have a high degree of flexibility.
- High level of reliability, customer service in a policy driven environment, diplomacy, sensitivity and confidentiality.
- Some weekend and evening hours are required.

Position Number   443-013
Classification   USW, Local 4120 Salary Band 4
Salary Range   $22.79 Minimum (Level 1)
$25.47 Normal Hiring Limit (Level 3)
$30.83 Job Rate (Level 7)

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 05 28
Closing Date: 2018 06 04

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/awards-financial-aid-assistant

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply