Student Awards & Financial Aid Coordinator

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Professional and Managerial Group

Student Awards & Financial Aid Coordinator

Student Financial Services

Hiring #: 2020-0097

Please read the Application Instructions [1] before applying

The Student Awards & Financial Aid Coordinator is responsible for the delivery of the University of Guelph’s financial aid programs in a student-centric environment within Student Financial Services that includes prospective, in-course and graduating students. The University of Guelph’s financial aid programs are critical to students’ success! Financial situations affect students’ abilities to be academically successful and impacts students’ physical and mental health during their academic career. Attracting and maintaining quality academic students through institutionally and donor funded scholarship and bursary programs are vital in meeting institutional enrollment goals and ensures an accessible education is attainable for all academically qualified students.

Working under the general direction of the Manager, Student Awards & Financial Aid, the Student Awards & Financial Aid Coordinator supports the University of Guelph’s financial aid programs which includes scholarships, bursaries, travel grants, work-study and undergraduate research assistantships; government financial aid which include OSAP and Out of Province; and student business operations. This is a complex and sensitive financial operation; the Coordinator will oversee the distribution of close to $50 million annually, to 11,000+ students, while meeting all internal and external fiduciary, audit and reporting requirements for the expenditures and individual awards. There are approximately 2000+ endowed and annual internal awards available to graduate, undergraduate, associate diploma and Guelph-Humber students.

The Coordinator provides leadership and professional expertise in the planning and implementation of operational processes to ensure the unit’s work is optimally aligned with broader Registrarial Services business processes. The incumbent is responsible for the supervision and management of three full-time Student Awards & Financial Aid assistants. They will:

- develop and set objectives for the day-to-day operations in a high-volume operation;
- coordinate, schedule and direct the work of the Awards/Financial Aid Assistants;
- manage three types of inquiry operations: in-person, telephone and email;
- participate in liaison activities both on campus and off-campus, with weekend involvement;
- develop business processes efficiency that maintain a high level of student and stakeholder satisfaction.

Requirements of the positions include:

- An undergraduate degree
- Three years of progressive post-secondary institution experience, including student aid and supervisory experience
- Demonstrated knowledge and understanding of the importance of student aid and scholarship programs within a post-secondary environment
- Knowledge of the Ontario Human Rights policies on Scholarships and Awards
- Demonstrated ability to apply sound judgment and flexibility in decision making
- Excellent organizational, analytical, written and verbal communication skills and the ability to work collaboratively in an integrative environment
• Demonstrated understanding of the University System including knowledge of university governing principles, practices, culture and organizational structures
• Ability to respect and maintain confidentiality
• Ability to work effectively in a fast paced, high volume, constantly changing environment
• Advanced computer competency using the Microsoft Office suite, Colleague Student Information System or similar enterprise systems and ability to learn and adjust to new technology
• Occasional evenings and weekend work will be required

Position Number         443-026
Classification               P04*

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] 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: 2020 03 02
 Closing Date: 2020 03 16

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

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