Student Awards Management Specialist

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Professional and Managerial Group

Student Awards Management Specialist

Student Financial Services

Temporary full-time April 1, 2020 to March 30, 2022

Hiring #: 2020-0106

Please read the Application Instructions [1] before applying

Student Awards & Financial Aid is the primary unit responsible for the oversight, 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, U.S loans, out-of-province assistance programs). During the 2018/19 year, $46.5 million in awards (consisting of scholarships, bursaries, travel grants, and prizes) were issued to University of Guelph, Guelph-Humber, and Ridgetown students.

Reporting to the Manager, Student Awards and Financial Aid, the Student Awards Management Specialist is the subject matter expert who is relied on to make the necessary interpretations and decisions and is viewed as the ‘go-to’ person for all others on campus relating to the establishment of new and revised student awards; inclusive of scholarships, bursaries, travel grants, and prizes for graduate, undergraduate, associate diploma, and the University of Guelph-Humber students. The incumbent provides leadership and direction for the establishment of, changes to, and the success of new and current student awards terms and conditions. Working directly with the Alumni fundraising and advancement teams, the incumbent is required to review and amend the draft student award terms and conditions written and submitted by Alumni staff within 48 hours of receiving the terms and conditions document; responsible for the initial planning and development of the award with donors and Alumni Affairs and Development (AA&D), through to approval of terms and conditions of the awards to ensure their success. The incumbent is required to ensure the award meets institutional policies and procedures, adheres to the Ontario Human Rights Code, and meets priorities and goals established by the U of G in terms of enrolment management, recruitment, inclusivity and strategic mandate agreements. In addition, the Student Awards Management Specialist reviews current awards on file to ensure they are meeting the University’s strategic goals and student continued success. When an existing award requires changes to the terms and conditions, the incumbent identifies issues and makes recommendations to AA&D staff, College Deans’ offices, the Student Awards office and/or the Office of Graduate and Post Doctoral Studies. The incumbent is required to build and maintain positive relationships with U of G stakeholders. The Student Awards Management Specialist will also be responsible for obtaining appropriate general ledger coding, advertising and establishing the award as an active award in the student information system. The incumbent will investigate, recommend and implement new systems to support this process; be engaged and aware of technological solutions that will make this process efficient as well as support its advancement. In addition, the incumbent will establish protocols, procedures and policy documents and will plan, organize and oversee training and development for all internal stakeholders.

Requirements of the positions include:

- An undergraduate degree, preferably from the University of Guelph
- A minimum of three to five (3-5) years of progressive post-secondary institution experience, or an equivalent combination of education and experience
- Demonstrated understanding of student life, academic policies and procedures, post-secondary governance and trends, how scholarships and financial aid ensures student success, as well as,
understanding the relationship between award recipients and the donors (stewardship) and how awards impact recruitment, retention, and institutional prestige

- Demonstrated team building and leadership skills to spearhead the advancement of strategies to improve award management
- Knowledge of the Ontario Human Rights policies on Scholarships and Awards
- Demonstrated ability to apply sound judgment and flexibility in decision making
- Proven problem-solving skills, sound judgment and instincts and the ability to apply them to unique and unexpected situations.
- Tact and diplomacy
- Ability to collaborate effectively with internal staff and key stakeholders
- 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
- Prior participation as an awards officer, or an individual who has evaluated scholarship applications or an individual who has created scholarship and bursary terms and conditions will be considered an asset

Classification               P04
Professional/Managerial Salary Bands [2]

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-management-specialist

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