



OFFICE OF THE REGISTRAR

Associate Registrar Fees and Financial Aid

Competition No.: 2010-78

Closes: May 25, 2010

Note: This is a full-time position.

Duties: The Associate Registrar leads the development and operation of the student accounts receivable system and processes for all course/programs and students at the College working collaboratively with Financial Services to ensure sound accounting practices are used.

The Associate Registrar is responsible for the planning, development, organizational direction, administration and delivery of a range of financial aid (OSAP) and Tuition Set Aside funded bursary programs for students and prospective students for the College.

The incumbent provides leadership to support the teams to advise and assist students with all processes related to fees and financial aid and awards services. The incumbent oversees day to day operations and strategic planning initiatives for these areas. The incumbent works closely with other members of the Registrar's Management Team to ensure student focused-service delivery, with integrity, for the Office of the Registrar.

Qualifications:

- Post-secondary 3 year degree/diploma in a relevant field including Public Administration, Finance or Business Administration (Accounting)
- Minimum 7 years experience with increasing levels of responsibility, preferably in an educational setting and including the development and monitoring of budgets
- Demonstrated leadership and management experience
- Equivalent combination of education and experience may be considered
- Demonstrated experience with integrated student information systems (Datatel and Ministry OSAP system preferred), customer information systems management and customer service principles
- Must be conversant with government and College policies and programs, in particular the Student Financial Assistance Program
- Must be conversant with government and College policies and programs
- Ability to manage and monitor complex budgets for Tuition Set-aside funding and Tuition Fee calculations.

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

HOW TO APPLY:

To be considered for this position, an online application is required. Please visit our website at www.fanshawec.ca to submit an application for consideration.

If you are applying to more than one competition, please submit an online application for **each** competition.

We thank all applicants for their interest; however, only those selected for an interview will be acknowledged.