

A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 700 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.

Coordinator, Student Finance and Financial Aid

Position Summary:

The Coordinator, Student Finance and Financial Aid is responsible for facilitating student payment of fees through direct payments, student loans, and financial aid. The incumbent will process funds received for student accounts, providing counsel and direction for students who are having difficulty making payments, supervises the financial aid program, and provides counsel to students on applying for and properly handling student loans.

Characteristic Duties:

- Develop strategies, policies & procedures consistent with the institution's goals for the awarding of financial aid and growing student enrolment.
- Administer the financial aid program, including government student funding, sponsorships, scholarships and bursaries that students at King's can access.
- Recommend appropriate, timely courses of action to current and prospective students for them to obtain financial aid.
- Assist students with applying for and maintaining government sponsored student loans. Act as liaison between students and various levels of government and external organizations.
- Manage the awarding of financial aid offered by King's in conjunction with the Financial Aid Committee.
- Work with students on installments and rectify overdue accounts and process payment and refunds when required.
- Resolve discrepancies in students' accounts between student information system and accounting software.
- Give presentations related to students and their financial well-being to interested parties throughout the year.
- Promote, publicize, and recognize award recipients.
- Maintain membership in ASAPA (Alberta Student Awards Personnel Association), CASFAA (Canadian Association of Student Financial Aid Administrators), and other financial aid organizations.

Qualifications:

- Bachelor's degree or equivalent required
- At least three years' experience in a Financial Aid and/or Student Loans related role, preferably in a post-secondary educational setting
- Computer literacy
- Evening and weekend responsibilities as required
- Service orientation with excellent communication and listening skills
- Ability to organize, schedule, and execute tasks on own initiative

A condition of employment is assent to the University's Christian Statement of Faith found at: <https://www.kingsu.ca/about-us/careers>.

This position will remain open until a suitable candidate is found. Submit resumes to:

Human Resources
The King's University
9125 – 50 Street, Edmonton, AB T6B 2H3
E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

In accordance with Canadian immigration regulations, this advertisement is addressed first to Canadian citizens and permanent residents. The university encourages all qualified female and male candidates, including visible minorities, to apply.