



Awards Officer - Awards and Financial Aid

Job Number:

A81.17

Classification:

Administrative 1

Date Posted:

September 20, 2017

Employee Group:

AESES

Funding:

Budget

Hiring Range:

\$42,042.00 - \$47,320.00

Position Category:

Full-time, Continuing

Probation/Trial Period:

910 working hours or six (6) months, whichever occurs first

Salary Range:

\$42,042.00 - \$55,728.40

Start Date:

As soon as possible

Status:

Existing

Weekly Hours:

35 hours per week

Department:

Awards and Financial Aid

Location:

Winnipeg, MB

Job Type:

Continuing

Close Date:

10/04/2017

Professional Areas:

Support/Managerial Employment

Description:

RESPONSIBILITIES:

- Administers the provincial government student aid programs for Manitoban students (MSAP) as well as U.S. aid programs (U.S. Federal Loans, Sallie Mae, Veterans Affairs)
- Administers the federal government student aid program for all Canadian students (CSL)
- Authorizes student aid applications, tracks documentation, and monitors student status
- Oversees and maintains records, data and accounting requirements associated with the confirmation of enrolment process including tracking it in the student information system (Colleague).
- Works with the Coordinator/Manager in administering follow-up letters to facilitate the *Default Management Program* for The University of Winnipeg with the provincial and federal government
- Is the lead administrator of the US Federal Direct Loans for American students
- Responsible for providing provincial government with data necessary to facilitate the completion of loan and grant disbursements (i.e. fees, course program information, etc.)
- Mounts and records all award data and posting details into the student information system (Colleague) to post awards, track recipients, and monitor programs and spending
- Reviews and compiles student applications for UW award programs, including application statistics, recipient reports, and organizing and preparing materials for award committees/individual review.
- Confirms enrolment, determines course add/drops, reviews declaration of majors and credits completed, grade point average, for award eligibility and student of distinction lists
- Assists Manager/Coordinator with the management of the Awards and Financial Aid website and publications
- Determines emergency loan amounts and comprehensive payment arrangements by reviewing expenses, resources, and assessing their financial need as required
- Coordinates fee holds with Financial Services, Student Central and Student Records for students with outstanding loans as required
- Is the lead administrator for the Work/Study Program: sets timelines, eligibility criteria, creates applications and procedures with the Manager/Coordinator and HR and reviews and monitors the budget.
- Responds to inquiries regarding the full range of student financial support options
- Collaborates on creating and delivering student-focused presentations and seminars on such things as budgeting, filling out award applications, financial literacy, and financial assistance options such as the Manitoba Student Aid Program
- Adheres to FIPPA regulations and the University Records Policy
- Provides information and guidance on all internal and external financial programs to all students (future, current and alumni), schools and departments at the University including Graduate Studies, PACE and Menno Simons College
- Works with Manager to assist in the set up the annual T4A report, ensuring that all award codes and information is included in the report to provide accurate tax receipts for award recipients
- Other duties as assigned

QUALIFICATIONS:

- Undergraduate degree or equivalent experience.

- A minimum of three to five years related administrative experience in a post-secondary environment, including two years of experience in the area of student financial services
- A thorough knowledge of university regulations, programs and policies as they relate to Student Services, as well as programs and policies related to award programs and government student aid programs.
- Must be committed to the mission of The University of Winnipeg and have a high level of personal integrity and professional initiative
- Knowledge of post-secondary educational sector in Canada
- Experience in policy interpretation, budgeting, and statistical analysis
- Positive, collaborative and supportive approaches, with good general business knowledge
- Strong computer and analytical skills. Advanced knowledge of Windows (Word, Excel, PowerPoint)
- Demonstrated ability to conduct workshops and presentations
- Demonstrated ability to administer and implement projects
- Demonstrated knowledge of current practices and theories in student services
- Excellent written and verbal communication skills with the ability to communicate effectively and tactfully with faculty, staff, students, and the public
- Strong interpersonal skills with the ability to organize, motivate, and advise people.
- Must be able to relate positively and professionally with students, administrators, faculty, and be able to deal constructively with a variety of people both on and off campus
- Proven ability to establish and maintain effective and positive working relationships with various levels of internal and external contacts on a variety of programs and projects
- Superior organizational and problem resolution skills
- Ability to prioritize, work under pressure and manage multiple task to meet deadlines and changing priorities
- Ability to work in an environment of regular interruption
- Ability to work independently as well as to participate effectively as a member of a team.
- Must be willing to work occasional evenings and/or weekends as schedules demands

OR EQUIVALENT COMBINATION OF EDUCATION, EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

The Collective Agreement between The University of Winnipeg and The Association of Employees Supporting Education Services (AESES), Clause 6.3, Selection for Vacancy, states: The Employer agrees that Employees with seniority shall have preference in connection with appointments so far as it is practicable to do so, provided that their qualifications are relatively equal.

The University of Winnipeg is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian immigration requirements, first preference must be given to Canadian citizens and permanent residents of Canada.

