

**Nipissing University
Job Description**

JOB TITLE:	Student Awards Coordinator
DEPARTMENT:	Finance
CLASSIFICATION:	Coordinator C
WAGE GRADE:	WG 70
EMPLOYMENT DEFINITION (STATUS):	Full-time Support Staff
SUPERVISOR:	Manager of Student Financial Services

SUMMARY OF FUNCTIONS:

Reporting to the Manager of Financial Aid & Financial Services, the Student Awards Coordinator is the primary contact and resource for all internal and external funding programs available to current and prospective students. The Coordinator is also responsible for counselling students, both current and prospective, on assessing financial needs and determination of eligibility for OSAP. The Student Awards Coordinator will also coordinate, select and approve recipients for scholarships, bursaries and awards. Additional areas of responsibility include the administration of the part-time financial assistance programs and the design, creation and maintenance of the student awards web site.

DUTIES AND RESPONSIBILITIES:

Scholarships, Bursaries and Awards

(25%)

- Coordinate, select and assess recipients for the university's entrance, upper year, emergency funding and convocation awards
- Process applications, verify accuracy, ensure eligibility, and notify recipients
- Communicate (liaison) with donors and recipients
- Request payment of Awards through Ellucian
- Generate and maintain database of all university awards and create queries to identify recipients
- Analyze and summarize data and prepare reports/ enter information in the OSAP Bursary Recording System (BRS) for provincial authorities
- Assist in development and implementation of student award policies, procedures and guidelines
- Ensure institution's Student Access Guarantee obligations are met by downloading information from the OSAP website, identifying qualifying students, paying out funds, notifying students and reporting in BRS
- Provide statistics on annual award expenditures, trends, etc.
- Pay out graduate scholarships and stipends and report on OGS scholarships through BRS to comply with ministry regulations
- Confirm eligibility for Athletic Financial Awards (meeting USport guidelines), pay out awards and submit annual year-end report on individual athlete funding (vs fees paid) to USport through online platform

OSAP (and out of province Aid)

(20%)

- Utilize MCU OSAP on-line system to update and edit OSAP applications
- Assess and release loan and grant funding through electronic confirmation of enrolment

- Assist students in appealing OSAP results
- Counsel students on all aspects of financial (credit history) and academic standing issues related to MTCU guidelines
- Monitor and assign academic probation and restrictions on OSAP files
- Download full and part time OSAP data into Ellucian
- Create and maintain OSAP appeal cover/information sheets (to be submitted to OSAP with appeals)
- Utilize various online platforms to confirm enrolment for out of province funded students
- Complete forms for out of province students to confirm program information, fees owing, etc.

Part-time Financial Assistance Programs

(15%)

- Maintain the Part-time Canada Student Loan Program and provide guidance to students regarding application procedures for Financial Aid
- Review applications to determine eligibility and extent of financial need
- Determine which program best suits the student's circumstances
- Approve documentation, update program information and release funds through MCU's ONE-Key system
- Monitor course load and academic progress utilizing the student information system

Web Site Administration

(10%)

- Maintain Student Award Web Pages
- Design and maintain on-line scholarship, bursary, award and work study web-based applications
- Track all award deadlines, and disable functionality once deadlines pass
- Monitor other university student award web sites to ensure ours remains "state-of the-art" and competitive
- Create useful hyperlinks to other student award sites
- Assist Marketing to update and maintain search engine Awards database on website

Liaison/Resource

(10%)

- Represent the university by participating in high school visits, orientation sessions, university evenings, training of other staff (e.g., liaison and residence) regarding all aspects of financial aid
- Field telephone calls and e-mail inquiries from current and prospective students regarding all aspects of student financial assistance
- Promote awareness of all assistance programs including design and creation of printed materials, posters, student e-mail system, webinars and videos
- Collect and maintain external scholarship resources

Counsel Students

(10%)

- Provide guidance to assess financial needs and determine eligibility and urgency for current and prospective students (i.e., budgeting, bank/loan negotiations and repayments, overpayment issues, application and appeal procedures etc.)
- Provide recommendation of supplemental resources/alternate funding/full versus part-time study etc.

Other Duties

(10%)

- Process and approve NUWorks applications for eligibility
- Liaise with other departments to confirm eligibility and process requests

- Process and approve funding requests as per ministry guidelines and request funding payment through Ellucian
- Maintain files within a shared drive to track applications and receipts
- Report on expenditures, receipts and repayments through the BRS; issue delinquency letters as per ministry policy
- Process, review and approve emergency loan requests
- Ensure loan is reflected on student's account for repayment

Any other duties as assigned

QUALIFICATIONS:

Education: University degree, preferably in Business with additional training in counselling, communications, human behaviour, personal finance and taxation

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Minimum of two (2) to three (3) years of practical experience administering financial aid in a post-secondary education setting.
- Excellent interpersonal and communication skills
- Strong computer skills (Microsoft Office including Access and mail merge through Word/Excel, Internet Browser, web editing software)
- Ability to conduct workshops, presentations and implement projects
- Accounting/budgeting/counselling skills
- Strong understanding of personal finances
- Ability to maintain complete confidentiality
- Understanding of Municipal and Provincial social programs, OW, ODSP, WSIB, EI, CPP etc.
- Ability to interpret MTCU guidelines for graduate funding, Tuition reinvestment, etc.
- Working knowledge of MTCU's ONE-Key on-line computer system
- Knowledge of Income Tax Act, OSAP Policies and Procedures
- Ability to work under extreme pressure and meet deadlines
- Ability to make sound judgements independently
- Comfortable with transferring data between various programs (e.g. Access to Excel, mail merge between Word and Excel, etc.)
- Familiarity with Informer to generate reports (or similar software system)
- Understanding of Nipissing's degree programs and course credit system an asset

RELATIONSHIPS/CONTACTS:

Supervised by: Manager of Financial Aid & Financial Services

Internal Contacts: Staff, faculty and students

External Contacts:

- Ministry of Colleges & Universities
- National Student Loans Centre
- OASFAA Executive

- Ontario Works/Ontario Disability Support Program
- High School Guidance Counsellors

MATERIALS UTILIZED:

- General office equipment
- MCU on-line system (ONE-Key), out of province on-line systems
- Microsoft Office (Word, Excel and Access)
- Informer Reporting software (Internet Browsers)
- Calculator

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Visual and mental concentration
- Working extended periods with computer keyboard/screen
- Sitting/standing/walking
- Frequent interruptions
- Separate workstation
- May be required to work occasional evening or weekend to support institutional recruitment

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Date

Employee Signature

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Approvals

Supervisor

Date

AVP, Human Resources and Equity, Diversity & Inclusion

Date