

**Nipissing University  
Job Description**

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

**SUMMARY OF FUNCTIONS:**

Reporting to the Manager of Financial Aid & Financial Services, the Student Awards Coordinator is the primary resource contact for internal and external funding programs available to current and prospective students. The Coordinator is responsible for providing recommendations on financial needs and assessing current and prospective student's eligibility for OSAP. The Coordinator will also coordinate all scholarships, awards, bursaries, and financial assistance programs. Additional areas of responsibility include 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 by verifying accuracy, eligibility, and recipient follow up
- 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
- Summarize, analyze and submit data into 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 identifying qualifying students, processing 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, (following USport guidelines) and submitting annual year-end reporting through online platform

**OSAP (including 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

- Utilize various online platforms to confirm enrolment for out of province funded students
- Process forms for out of province students to confirm program information, (i.e. 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 needs
- 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
- Review other university student award web sites
- Track and monitor award deadlines
- Identify and post external award/funding information to awards webpage
- Liaise with Marketing on any changes to the website awards database

**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
- Respond to 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 recommendations of supplemental resources/alternate funding, and full versus part-time study

**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 when required
- 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

*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 preferably in a post-secondary education
- 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)

## PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Visual and mental concentration
- Working extended periods with computer keyboard/screen
- Sitting/standing/walking

- Frequent interruptions
  - Separate work station
  - May be required to work occasional evenings or weekends to support institutional recruitment
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**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

\_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Date