



## Financial Aid and Awards Officer (Full Time)

### **ABOUT ST. MARY'S UNIVERSITY:**

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkinstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3, St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

### **WHAT WE ARE LOOKING FOR:**

The Financial Aid & Awards Officer provides financial aid and awards information and resources to students. Primary responsibilities include ensuring student accounts are held in good standing, processing financial aid applications and related documents, administration of internal and external scholarships, awards, and bursaries, facilitating financial aid focused seminars, and creating online and physical resources for students to enhance their knowledge of financial aid and awards options to finance their St. Mary's University education.

### **WHAT WILL YOU DO:**

- Confirm student enrolment status with government student loan authorities and agencies to appropriate government funding authorities (all provinces), especially Student Aid Alberta.
- Meet students to assess financial need, advise students on financial aid options and provide recommendations.
- Monitor student accounts, ensuring they are held in good standing through consistent follow-up with students to resolve outstanding balances.
- Create, approve and follow up on student payment plans.
- Prepare and submit invoices for students being funded by a third-party sponsor.

- Provide assistance to the Academic Access Coordinator regarding Schedule 4s, and guide students to submit applications to Alberta Student Aid for processing.
- Create applications and process annual scholarship, award and bursary selections for presentation to the Awards Committee (Fall and Winter awards).
- Process external awards provided by Alberta Student Aid and other external organizations.
- Assist with coordinating the annual Awards Ceremony.
- Complete monthly AR Aging Report in collaboration with Finance department (unpaid balances, bad debt etc.).
- Assist with events, including but not limited to: Convocation Ceremonies, Open Houses and New Student Orientations.
- Provide front-desk enrolment services coverage one hour each day to relieve Enrolment Services Officer over lunch hour, as well as vacation or other leave, or during busy periods.

#### **QUALIFICATIONS & ATTRIBUTES:**

- A Bachelor's degree or equivalent experience, accompanied by a minimum of 2 years related experience.
- Aptitude for exacting and precise work; must be detail-oriented with a strong propensity for accuracy.
- Expertise in mathematical calculations and MS Excel report preparation.
- Ability to communicate patiently and effectively, in verbal and written form, with a diverse range of people and situations.
- Proficiency with Microsoft Office (e.g. Outlook, Word, Excel, PowerPoint) at an intermediate level.
- Excellent organizational skills, demonstrated ability to problem solve and ability to set priorities and multi-task.
- Ability to work independently, exercise good judgment and demonstrate initiative.
- Must be willing to work on campus.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.
- Previous experience in a post-secondary setting, and/or working knowledge of PowerCampus, or a similar student records system (e.g. Banner, PeopleSoft) would be considered an asset.

#### **WHAT YOU CAN EXPECT:**

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

#### **APPLICATIONS:**

**All applicants must submit a cover letter and resume, along with salary expectations directly via email to [careers@stmu.ca](mailto:careers@stmu.ca) in word or pdf format, with the Subject Line of: "Financial Aid and Awards Officer" by end of day on November 11, 2024 or earlier. We are unable to accept applications and dossiers through third party platforms.**

*St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee ([EDI@stmu.ca](mailto:EDI@stmu.ca)) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources ([careers@stmu.ca](mailto:careers@stmu.ca)). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.*

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***

