



THE UNIVERSITY OF
WINNIPEG

Director, Awards and Financial Aid

Job Number: E05.21

Classification: CMP 9

Date Posted: May 6, 2021

Employee Group: Excluded

Funding: Budget

Hiring Range: \$71,091.00 - \$106,638.00

Position Category: Full-time, Continuing

Probation/Trial Period: 6 months or 910 working hours, whichever occurs first

Salary Range: \$71,091.00 - \$106,638.00

Start Date: June 1, 2021

Status: Existing

Hours: 35 hours per week

Department: Awards and Financial Aid

Location: Winnipeg, MB

Job Type: Continuing

Close Date: 05/20/2021

Note: Due to the ongoing public health situation, during COVID 19 and to safeguard the wellbeing of the University of Winnipeg community, the work currently being performed will be conducted remotely during this time. The safety of our students, faculty, and staff is our top priority.

The University of Winnipeg is seeking an experienced, visionary leader to join its Awards and Financial Aid team as Director.

The Director is a key member of Student Services senior management. Through strategic enrolment management, technical skills, and collaboration with other student life units and academic Faculties, the Director assists the University in achieving its enrolment and access goals. The Director is primarily responsible for ensuring the effective and efficient delivery of complex daily operations in Awards and Financial Aid.

The ideal candidate will possess exceptional leadership, supervisory, and change management skills to foster cohesive pan-university values that are, at their core, student-centered.

Responsibilities:

- Provide leadership for the development and dissemination of knowledge needed by university personnel who are engaged in awards and financial aid adjudication and disbursement.

- Strategically develop and foster relations both internal and external to the University.
- Design, establish and maintain an organizational structure and staffing to effectively accomplish the organization's objectives and monitor status and effectiveness of responsibilities being carried out by staff.
- Determine the most effective methods to execute decisions including harnessing emerging and leveraging technologies that support the processes within Awards and Financial Aid.
- Monitor social trends, government policies, and fundraising activities to determine their potential effects on student awards and financial aid programs.
- Analyse trends, policies, and data to provide policy recommendations, proposals or background papers for presentation to senior administration as warranted.
- Responsible for the accountability of the awards system and reports to the University and to the UW Foundation on award spending and allocation.
- Designs, manages, and re-engineers comprehensive award policies, projects and processes and ensure they are applied consistently and efficiently.
- Plans for both short and long-range student financial requirements and develop proposals for new student award programs.
- Presents proposals for new policies on student awards to the Senate Student Services Committee for approval and presentation for information to Senate.
- Works with Financial Services and the UW Foundation to set up new trust accounts, monitor trust account balances focusing on overspends, and reallocate funds as required.
- Determine the value of awards or award programs annually.
- Authorize expenditures from trust accounts, review unspent amounts from endowment accounts determining current needs and residual amounts that are to be returned to the UW Foundation.
- Chairs selection committees for major awards.
- Lead and participate in review and development of new and revised practices, policies and procedures to improve delivery of programs.
- Deliver public presentations on behalf of the University to external organizations and in public forums on topics associated with student awards or financial assistance.
- Keep internal and external communities mutually informed of programs, events, and trends which will affect the academic and financial lives of students.
- Represents the University on policy and lobbying organizations provincially and provide all government levels with necessary data, documentation, reports and communications to facilitate the distribution of student loans and payment of funds to The University of Winnipeg.
- Develop short-range and long-range program, service and infrastructure strategies by conducting needs, growth and evaluation assessments.
- Monitor statistical reports to enhance admission and recruitment strategies, financial assistance best practices and trends, yield and conversion management, forecasting and operational efficiency.

- Develop and manage the Awards office budget and other budgets related to specific awards programs; delegates budgetary responsibility to the Coordinator as appropriate.
- Ensure that the proper tools and technological systems are in place to support and execute the mandate of Awards and Financial Aid.
- Implement the strategic use of information technology and reporting data with the full knowledge of current enrolment issues and trends.
- Responsible for the security, maintenance and confidentiality of student records as they pertain to awards and government loan processes.
- Identify, develop, and analyse business objectives for Blackbaud Awards Management System and Colleague development and integration with other areas.

Qualifications:

- Undergraduate Business or Commerce degree or MBA required
- Graduate level training preferred. Accounting designation (CPA) or other formal accounting training highly desirable.
- 5-10 years successful experience at a senior level in Student Services at a college or university
- Experience with trust account systems, Foundation investment policies and procedures, disbursement policies and procedures, general award eligibility conditions and specific award terms
- Experience with federal Student Financial Assistance Program legislation and working regulations, provincial Manitoba Student Aid legislation and working regulations, as well as US Loan programs
- Responsibility and record of success managing financial assistance programs, government loans, and award administration and systems with a commitment to placing students and education at the forefront
- High level of understanding of the applications and technology related to Awards and Financial Aid
- Extensive knowledge of programs of study, University appeals procedures, registration procedures, admissions and student records, systems and procedures, Student Services, costs of attending university, tuition assessments and student fee accounting procedures
- Should have knowledge of alternate sources of student funding, Student Aid systems of other jurisdictions, Student Aid appeal procedures, Province of Manitoba Athletic Scholarship eligibility requirements and disbursement procedures.
- Superior managerial skills with demonstrated ability to lead & motivate teams and manage multiple budgets
- Excellent analytical and organizational skills, organized and pays close attention to detail
- Ability to plan strategically, to implement plans and to assess their effectiveness
- Ability to apply marketing and sales techniques to attract, convert, and retain students

- Excellent skills with software, student information systems, external systems used for reporting and multiple student and financial technical and tracking systems
- Ability to analyze trends and data, to identify problems and devise solutions while making sound, fair and consistent independent judgements
- Ability to understand, interpret and act upon complex government and university policies
- Strong oral and written communication and public speaking skills to develop and present materials
- Ability to maintain discretion and confidentiality regarding financial and academic matters and display sensitivity and tact in dealings with students and donors
- Establish and maintain effective working relationships with various levels of stakeholders
- Ability to make financial assessments and to assess the veracity of financial information presented by students

An equivalent combination of education, experience, skills, knowledge and abilities may be considered.

Condition(s) of Employment:

- Must be legally entitled to work in Canada.

The University of Winnipeg is committed to equity, diversity and inclusion and recognizes that a diverse staff and faculty benefits and enriches the work, learning and research environments, and is essential to academic and institutional excellence. We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application.

If you require accommodation supports during the recruitment process, please contact Sheena Laurin, HR Assistant at sh.laurin@uwinnipeg.ca or 204-988-7648.