

University of Prince Edward Island
Registrar's Office
Manager, Scholarships, Awards and Financial Aid

Job Description

Reporting to the Registrar, the Manager of Scholarships, Awards and Financial Aid will be responsible for all areas of program administration. The key responsibility of this permanent full-time position is to ensure that eligible students receive optimum support financially to successfully complete their educational goals. The Manager will ensure the integration of awards to best support student recruitment and retention; and oversee advising to explain financial aid available via Canadian and US Federal loans.

Responsibilities include:

Scholarship Administration

- Manage and maintain over 700 scholarships and awards, recognizing that a yearly growth rate will occur
- Manage and support all aspects of scholarships administration processes from the application through the award-life cycle including, but not limited to, application design and reviews, the posting and publicity of scholarship availability, processing scholarship applications, awards and payments, and ensuring compliance with donor established criteria within terms of reference, and with those university funded awards
- Confirm that any criteria proposed within draft scholarships and awards terms of reference is appropriate and work with the Manager of Donor Relations to develop options in response to suggested criteria that may not be so
- To develop and review queries and reporting procedures for the review and analysis of student data and other scholarship program statistical information, ensuring accuracy throughout, including the creation and maintenance of a master list of all scholarships and awards available for UPEI students
- Serve as a liaison with scholarships and awards selection committees to ensure selection and awards processes are successful and timely
- Collaborate with key stakeholders on campus in the effective stewardship of all scholarships, awards and bursaries, including Donor Relations, the Accounting Office, Enrolment Services, the Registrar's Office, Student Affairs, ITSS, Deans and the VP Academic
- Oversee frontline contact for communications with students, parents, academic institutions and agencies, the Province, and others
- To develop documents, correspondence, publications, website information and social media outreach
- To prepare and deliver presentations to various stakeholders, as may be required
- Act as a single point of contact to address any questions regarding underlying process and/or communication issues

General Administration

- Significant data management required. To ensure the integrity of information in the student information system and in other forms of record keeping is maintained
- In consultation with the Accounting Office Manager and the Manager of Donor Relations, review all accounts (endowed, special purpose, and annual awards accounts) to confirm available expenditures for all scholarships and awards
- In collaboration and coordination with the Provincial Government, facilitate the review of student eligibility for provincial awards and bursaries

- Oversee processes related to tracking the status of awards to monitor any requirements regarding terms of reference revisions, review and/or renewal
- Responsible for meeting preparations and minutes of the Senate Committee on Scholarships and Awards; preparing the Annual Report for Senate
- In consultation and coordination with the Accounting Manager and Manager of Donor Relations, participate in the development and implementation of a scholarships and awards training/information program for university officials, and execute with other managers an annual meeting with those groups to provide an overview of new scholarships available, assess processes, ensure compliance with university standards and donor expectations, and discuss changing needs.
- Oversee the student advising process for loan eligibility and ensure compliance with regulatory agencies related to loan disbursements, certifications, and audits.
- Oversee the compilation of the Deans' honours list
- Assist in and plan for the recognition of students through applicable awards ceremonies
- Supervise a staff of two persons

Qualifications

- Demonstrated ability to be a well-organized self-starter and work effectively within a team, with the proven ability to multi-task, set work priorities, track projects with meticulous detail and meet deadlines
- Fluency in computer applications, including word processing, email, internet browsers, database programs and presentation software
- Ability to plan, prioritize and work on various projects and to maintain confidentiality
- Highest level of interpersonal skills including excellent listening, public speaking, oral and written communication skills; ability to communicate effectively with diverse audiences
- Uphold the highest ethical standards of integrity, fairness, and confidentiality in all relationships as an administrator and adjudicator of processes
- Demonstrated ability to problem-solve using analytical and reasoning skills to maintain, identify, and make recommendations to improve operational systems
- Strong desire to develop and test new systems, new ways of thinking, and innovative approaches to the portfolio

Education and Experience

- University degree required, plus 3 to 5 years experience in managing scholarships, awards, bursaries and financial aid. Demonstrated leadership, independence and financial acumen are essential, as are supervisory and managerial experience.