

Financial Aid and Awards Coordinator

Full-time, Permanent at 37.5 Hours per Week

As the Financial Aid and Awards Coordinator, you support the Financial Aid and Awards Manager in providing a full range of financial, advising, and program supports for students. In this position, you are an integral part of the Student Life team and work closely with the CMU Finance Office and Admissions Team.

KEY AREAS OF RESPONSIBILITY

Government Student Aid

- Ensure accurate student reports related to Manitoba Student Aid are compliant with application requirements.
- Assist domestic students with support and information regarding government student aid.
- Request funds and update government student aid information in student records and directly to students.
- Complete confirmation of verification forms for external supports (government, bank, insurance, awarding bodies, etc.).

Awards, Scholarships, Bursaries

- Process award applications and notifications.
- Manage returning student scholarships, notifications, and donor letters. Update and maintain student records.
- Support the Financial Aid and Awards Manager in matching donor funds for bursaries, scholarships, and awards, ensuring compliance with established terms of reference.
- Work with the Development department to interpret terms of reference for donor scholarships and bursaries.
- Update donor designated scholarship and bursary files and records.
- Serve as a member of the Awards Committees.

Student Engagement

- Respond to inquiries regarding the full range of student financial supports to students, parents, and faculty, referring to other CMU departments and services as appropriate.
- Coordinate and set-up payment plans with students, and document and track progress.
- Conduct financial entrance and exit interviews with students.
- Coordinate financial advising/workshops with students.
- Create and distribute financial information to student body using Populi, the Student Hub, and email when relevant.
- Promote/Advertise all returning student scholarship and awards, external awards, other funding opportunities, and reminders as relevant to the student population.

Administration

- Maintain financial files, databases, and spreadsheets (student loans, payment agreements, bursaries, scholarships, church matching grants).
- Update and create procedure documents for financial aid processes.
- Create reports as required.

On Campus Employment

- Provide support for the On Campus Student Employment Program, including hiring, onboarding, and exit and review processes for all positions.
- Coordinate the posting of available student employment program jobs.
- Maintain CMU Job Board online.
- Other duties as assigned.

WORKING CONDITIONS

This position works with standard office equipment and sits for extended periods of time performing keyboarding activities. The Financial Aid and Awards Coordinator works in a fast-paced office environment and actively communicates and works alongside others. This position may expect frequent interruptions.

WHAT YOU OFFER

- A commitment to the Christian faith, the church, and the mission of CMU.
- Post-secondary education preferred; combination of relevant experience and education will be considered.
- Knowledge of, or experience in, tax law systems and processes and financial management.
- Excellent written and verbal communications skills
- Strong relational and customer service skills; experience in a post-secondary setting an asset.
- Ability to handle a high volume of workload and diverse tasks in a fast-paced environment.
- Ability to take initiative, self-motivate, and meet deadlines.
- Proficiency in computer software programs including Excel.
- Proven diplomacy, tact, and understanding of sensitive and confidential issues.
- Ability to work independently and as part of a team.
- Familiarity with Manitoba Student Aid systems and experience with CMU's annual award programs an asset.

JOIN OUR TEAM

We want to learn more about you! Submit your cover letter and resume to hrdirector@cmu.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until filled.

Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders. If accommodations are needed, please send your request to hrdirector@cmu.ca.