

STUDENT AWARDS MANAGER

NATURE OF WORK

This is professional work in administering the University Student Scholarships and Awards program for the Student Affairs and Services.

The employee of this class is responsible for planning, directing, organizing, and co-ordinating activities relating to the awarding of scholarships, bursaries and other awards to undergraduate students. Work includes the providing of information on award requirements, the receipt of award applications, the review, evaluation and recommendation of applicants, the notification of successful applicants to donors, approving the release of award funds, the preparation of calendar descriptions of current awards and acting as Executive Secretary and member of the Senate Committee on Scholarships. Work also includes assisting students with financial aid problems, processing financial aid from other provinces and maintaining liaison with various financial aid organizations. Supervision is exercised over subordinate staff and student assistants. Work is performed with considerable independence under the direction of an administrative superior and is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes, directs, co-ordinates the activities relating to the awarding of scholarships, bursaries and other awards to undergraduate students; ensures that actions are taken in accordance with policies approved by the Senate Committee on Scholarships.

Provides information to students, high school officials, faculty and staff members and general public regarding awards available to undergraduate students; ensures that up-to-date information is available on existing awards; provides details of current graduate level awards as administered by School of Graduate Studies; revises Scholarships and Awards Booklet, as necessary; ensures that required application forms are readily available for students.

Receives completed student award applications; reviews Registrar's Office records to ensure that students meet minimum academic requirements; evaluates the grades of eligible students and lists students by priority based upon academic achievement and financial need; processes award recommendations from High School Superintendents and academic departmental representatives.

Functions as Executive Secretary and full voting member of the Senate Committee on Scholarships; presents and recommends student applicants for various awards to the Committee for approval; records discussion and decision on sensitive matters; prepares special minutes; reviews and edits regular minutes; forwards approved minutes to Committee members.

Ensures that approved student awards are processed in accordance with policy established by committee; contacts student, donor and Department Head in writing to advise of award recipient; arranges for award presentation, as required; provides information on student awards to Registrar's

Office, University Relations and Financial and Administrative Services; maintain records of awards made.

Revises Scholarships and Awards section of University Calendar annually; prepares descriptions of new awards including information on the donor, amount and conditions of awards; deletes discontinued awards.

Receives notifications from business donors regarding awards to employee dependents; notifies student of awards; authorizes the Financial and Administrative Services to provide award funds to the students.

Answers inquiries from potential award donors; advises individual on the appropriate procedure to follow to request the establishment of an award; discusses unusual donations with immediate supervisor; forwards submitted document for approval by the Board of Regents; upon receipt of donation, forwards official receipt and note of thanks to donor.

Administers University student exchange programs; establishes committees to evaluate and select students; maintains contact with exchange Universities regarding arrangements; provides advice to exchange students, as necessary.

Provides advice to students regarding financial problems, explains procedures on student aid application or appeal; represents University on student aid appeal committee; reviews financial situation to determine if student qualifies for University loans or bursaries under established policy; makes necessary arrangements to obtain funds for students.

Receives financial aid documents from other provinces; arranges for the disbursement of funds to students; provides information regarding application forms and appeal procedures.

Supervises subordinate staff and student assistants; assigns and reviews work and sets priorities.

Maintains liaison with student aid officials, various agencies and banks regarding financial problems of students.

Serves as University representative on various committees.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience working with students and student groups; graduation with a degree from a four-year college or university with major course work in related field and preferably supplemented by completion of graduate level course work in Business Administration or Education; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the policies and regulations of the University as applied to the area of student awards, scholarships and bursaries.

Considerable knowledge of student activities and organizations, their purposes and functions.

Considerable knowledge of the principles and practices of modern office management.

Knowledge of the techniques and procedures involved in personal counselling.

Knowledge of University organization, rules, regulations, policies and procedures.

Knowledge of the goals and objectives of the Provincial and National student aid programs.

Knowledge of record keeping principles, methods and procedures.

Some knowledge of the principles and practices of public relations work.

Ability to plan, organize, schedule and supervise the work of subordinates and student assistants.

Ability to evaluate procedures, to identify and solve organizational problems.

Ability to properly interpret and make decisions in conformity with laws, regulations and policies.

Ability to obtain the confidence of interviewees and obtain all information required for evaluation and the making of recommendations.

Ability to prepare and present oral and written reports.

Ability to establish and maintain effective working relationships with University Officials, faculty, staff, students and award donors and to effectively and discreetly convey information.

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