



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Associate Registrar, Financial Aid, Awards and Scholarship Registrar's Office
Position Status:	Permanent, Full-Time (35 hrs/week) Non-Union
Department:	Office of the Registrar
Supervision Received:	University Registrar
Location:	Sault Ste. Marie, ON
# of Positions:	1

PRIMARY FUNCTIONS:

A.	Financial Aid, Awards and Scholarship Services	70%
B.	Financial Aid, Awards, Scholarship Policy & Process Management	20%
C.	Other Duties	10%
TOTAL		100%

Reporting to the University Registrar, the Associate Registrar of Financial Aid, Awards and Scholarship is a senior-level registrar responsible for overseeing the Financial Aid, Awards and Scholarship Office. They play a crucial role in supporting students' academic and financial needs while ensuring efficient and compliant administrative processes within the university.

They oversee the distribution of scholarships, grants, and other forms of financial assistance ensuring compliance with the federal institutional regulations and policies governing student financial aid. They manage and supervise a team of staff members and work collaboratively with the other units under the Registrar's Office (Admissions, Advising and Enrollments),



Student Services, and Recruitments to coordinate the distribution of financial resources providing enhanced support for students pursuing higher education at the university.

A suitable candidate must have strong leadership, and interpersonal skills to proficiently handle the dynamic nature of the role. Strong understanding of the financial aid processes, knowledge of relevant laws, regulations, and policies.

We seek a candidate with a passion for higher education who aspires to be a valuable contributor to our academic community.

RESPONSIBILITIES:

A. Financial Aid, Awards and Scholarship Services (70%)

- Oversee the work of the Financial Aid, Awards and Scholarship Services Officers and support staff.
- Oversee the administration and implementation of financial aid programs.
- Provide leadership and supervision to a team of financial aid professionals, including training, mentoring, and performance evaluation.
- Delegate tasks and responsibilities effectively to ensure smooth operation of financial aid processes.
- Handle complex financial aid cases, including appeals, special circumstances, and professional judgment reviews.
- Assess unique student situations and make informed decisions regarding aid eligibility and award adjustments.
- Balance financial aid awards across various aid sources to maximize affordability for students while maintaining fiscal sustainability.
- Utilize data analytics tools to analyze financial aid data, identify trends, and evaluate the impact of financial aid policies and initiatives.
- Prepare comprehensive reports and presentations for institutional leadership, governing boards, and external stakeholders.
- Provide training and professional development opportunities for financial aid staff to enhance skills and knowledge in financial aid management.
- Foster a positive and collaborative work environment, promoting effective teamwork and professional development.
- Overseeing the day-to-day operations of Algoma's financial aid office, including application processing, document management, applicant communication, and database management.
- Cultivate partnerships with external organizations, government agencies, and professional associations to leverage resources and support student financial aid initiatives.

B. Financial Aid, Awards, Scholarship Policy & Process Management (20%)



- Participate in strategic planning initiatives to enhance the effectiveness and efficiency of financial aid programs.
- Work closely with other university departments, such as admissions and academic affairs, to streamline the financial aid processes improving overall student services.
- Contribute to the development and implementation of institutional policies and procedures related to financial aid administration.
- Analyze financial aid trends and projections to inform budgetary decisions and resource allocation strategies.
- Ensure compliance with regulatory requirements and maintain up-to-date knowledge of financial aid policies and procedures.

C. Other Duties (10%)

- Provide assistance and/or backup to other Associate Registrars and the other units under Office of the Registrar,
- Other duties, as assigned, which will align with the growth and development of the university

WORKING CONDITIONS:

Physical Effort	<i>Minimal</i> Sustained periods of sitting and keyboarding
Physical Environment	<i>Minimal</i> Minimal exposure to unpleasant/disagreeable conditions
Sensory Attention	<i>Moderate</i> Frequent need for detailed/precise work to be completed while accommodating regular interruptions
Mental Stress	<i>Moderate</i> Work activities are performed in an environment with some exposure to mental pressure conditions

MINIMUM QUALIFICATIONS

- Undergraduate degree in any field, and a minimum of 6-7 years of experience in university registrar operations or related areas within higher education administration.
- Progressively responsible experience in roles such as Associate Registrar, Financial Aid Officer, or similar positions, demonstrating increasing levels of leadership and responsibility.



- Demonstrated leadership abilities, including experience in supervising and mentoring staff within a registrar's office or related unit.
- Strong demonstrated knowledge of Professional & Continuing Education programming is required.
- In-depth knowledge of institutional regulations governing financial aid programs, familiar with financial assistance regulations, requirements, and compliance.
- Excellent written and verbal communication skills are essential for effectively communicating with students, parents, university staff, and external stakeholders.
- Candidates should be able to explain complex financial aid policies and procedures clearly and provide guidance to diverse audiences.
- Proficiency in using data analysis tools and software to assess financial aid operations and inform strategic planning.
- Experience in budget management, including budget development, monitoring, and forecasting, is highly desirable.
- Ability to manage financial aid budgets effectively and allocate resources strategically to support institutional goals.
- Commitment to ongoing professional development and staying abreast of changes in financial aid regulations and best practices is expected.
- Strong computer literacy and familiarity with database management, data analysis, and financial reporting tools.
- Familiarity with cloud computing platforms and services including Google Suite and Microsoft Office is required.
- Experience in Colleagues (SAS) is an asset.
- Strong interpersonal skills and the ability to establish positive working relationships with students, faculty, staff, and external partners.
- Ability to prioritize and balance competing priorities, work independently, and coordinate work with others in a fast-paced environment.
- Understanding of, and ability to uphold, confidentiality.
- Willingness and ability to travel between campuses.

Salary Scale: \$101,822 to \$127,278 annually

**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algomau.ca no later than 4:00 p.m. on April 24, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in



employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.