

Financial and Student Services Advisor

Full time – up to 1-year term – anticipated start date December 1, 2017

The Financial and Student Services Advisor is responsible for providing a full range of financial, career services and program supports to students. This person will report to the Dean of Student Life and work closely with the Enrolment and the Finance Office.

Financial Services Responsibilities – 5/6:

Student Loans

- Assist new and returning Canadian students with securing loans and ensuring compliance of student loans with provincial, federal requirements
- Complete required documents and communicate with student loan bodies
- Complete RESP, Bank forms and other financial forms
- Complete confirmation of enrolment letters
- Represent CMU as member of the Canadian Association of Student Financial Aid Advisors

Awards – Scholarships, Bursaries and grants

- Serve as a member of the Awards Committees
- Promote/Advertise all returning student scholarship and awards
- Process award applications and notifications
- Manage returning student scholarships and track letters to donors
- Manage the bursary awards, matching students to donor criteria and track letters to donors
- Work with the Development Department to understand terms of reference for donor scholarships and bursaries
- Update donor designated scholarship and bursary files

Student Interaction

- Work out payment plans with students and serves as liaison with finance office
- Conduct financial entrance and exit interviews with students
- Develop and lead financial counselling/workshops with students
- Create and Email financial newsletter to student body

Administration

- Maintain financial files, databases and spreadsheets (student loans, payment agreements, bursaries, scholarships, church matching grants)
- Maintain and update Financial Aid section of the website

Career and Student Services Responsibilities – 1/6:

- Manage On Campus Student Employment Program
- Coordinate Resume Writing and Job Interview seminars and other career counselling related services
- Coordinate Campus Job Board and online job board

Qualifications:

- A commitment to the church and the mission of CMU
- An undergraduate degree
- Understanding of Canada Student Loans and financial instruments would be an asset
- Excellent written communications skills
- Excellent relational skills with students
- Experience in financial management
- Strong organizational and multi-tasking skills
- Proficient in the use of computer software programs including Excel

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be accepted until this position is filled. Ideal start date is December 1, 2017. Applicants should send a resume and cover letter along with the names of three references (attachment as a PDF or Word document), in confidence to: hrdirector@cmu.ca