

Financial Aid Clerk

Posting Details

Job Title	Financial Aid Clerk
EXISTING CNC CUPE Employees:	For all Administrative postings please disregard the following statement. For CUPE postings please refer to Article 9.01 (d) of the CUPE Collective Agreement to ensure you have met the eligibility requirements to apply to CUPE competitions.
Employment Status	Full Time
Employment Type	Regular
Job Summary	
Specific Duties	<p>Under the direction of the Director of Student Services and in consultation and collaboration with the Financial Aid Advisor (FAA), the incumbent will:</p> <p>Students</p> <ul style="list-style-type: none"> • Advise students and other college staff and faculty of the various financial assistance options for students • Provide help to students in completing appropriate forms • Interview students to assess their eligibility for financial assistance as identified by the application requirements of various financial assistance programs • When appropriate, refer students to other services in CNC <p>Loan and Grant programs</p> <ul style="list-style-type: none"> • In consultation with the FAA, assist in all aspects of the administration for all government financial assistance programs • Electronically, or manually, confirm students' eligibility, enrolment status and continued compliance with government funded programs • Assist in developing procedures for financial reconciliation and statistical data for all programs administered by FA&A • Compile monthly and yearly reports for the College, Ministry departments and outside agencies as required • Advise the Regions of procedures for SABC, AUG and any other new financial assistance programs <p>Awards, Scholarships and Bursaries</p> <ul style="list-style-type: none"> • Communicate information to various departments and regions concerning awards processing, eligibility criteria, cheque distribution, assessing and evaluating bursary and scholarship applications, • Maintain award financial account reconciliations in conjunction with the Finance and Communications departments, utilizing internal data management systems, • In conjunction with the FAA, coordinate scholarship/bursary application and selection processes and verify award selections compliance with the specific award criteria • Assist with coordinating the awards Selection Committee and Awards Ceremony • Maintain all aspects (update, verify changes) of the Financial Aid Catalogue; • Assist in coordinating the annual review, implementation of changes, testing and management of the CNC (Online Scholarships and Bursaries) OSAB system • Respond professionally to a variety of correspondence and prepare month and year end reports for the Awards ledger • Maintain Awards operations procedural manual <p>General Administrative Duties</p> <ul style="list-style-type: none"> • Coordinate and manage workflow for timely initiation and completion of all tasks • Maintain CNC specific procedural manuals including; data uploading for the StudentAid BC, Adult Upgrading Grant and Part-Time Loans online systems; Awards and any other processes that FA & A is responsible for managing • Collaborative departmental team member, actively engaged in contributing to and accomplishing the vision, mission, and goals of the College and in supporting the aspirations and needs of our learners and communities. • Promote a positive work atmosphere communicating in a professional manner that demonstrates mutual respect with students and colleagues. • Perform other duties as assigned.
Skills & Qualifications	<ul style="list-style-type: none"> • Minimum 40 wpm keyboarding skills. • Proficiency with MS Word, EXCEL and data entry. • Experience with Colleague and web based Content Management System, preferred.

- Basic bookkeeping knowledge.
- Minimum one year Office Administration certificate and one year relevant experience, or, equivalent combination.
- Ability to coordinate and manage workflow for timely initiation and completion of all tasks.
- Ability to follow directions and procedures.
- Ability to make independent decisions.
- Understanding of and commitment to the philosophy of adult education and customer service.
- Strong skills in working with routine and non-routine office procedures and systems.
- Proven ability to be flexible and work positively with a very demanding workload, changing priorities, with continuous interruptions in an open workstation environment.
- Ability to work independently and meet extremely demanding work schedules and deadlines, over which the incumbent has little or no control.
- Proven ability to maintain positive working relationships internally and externally.
- Excellent interpersonal skills including the ability to contribute positively to a team oriented work environment.
- Excellent communication skills, both verbal and written.
- Ability to maintain confidentiality of student information is paramount.

Band	F
Grade	NA
Salary	\$52,124 per year
Location	Prince George
CNC Campus	Prince George
Department	Student Services
Posting Number	20-108SP
Employee Group	Operational
Desired Start Date	11/16/2020
Position end date (if temporary or seasonal)	
Additional Appointment Details	
Number of Hours per week	35
Posting Competition Status	Accepting Applications
Number of Positions to fill	1
Open Date	10/22/2020
Screening/Close Date	11/04/2020
Remain Open Until Filled	Yes
Special Instruction/Details to Applicant	

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have any work experience in the post-secondary education system, particularly in relationship to service to students, the public, and colleagues?
(Open Ended Question)
2. * What is your Philosophy for serving students?
(Open Ended Question)

Documents Needed To Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Credentials
2. Other