

CANADIAN UNIVERSITY COLLEGE
JOB DESCRIPTION

JOB TITLE	Financial Aid Officer
DEPARTMENT	Student Finance
CATEGORY	<input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly
REMUNERATION SCALE	Classification 6
REPORTS TO	Director for Student Finance

POSITION SUMMARY

This Financial Aid Officer (FAO) provides detailed information and counseling related to financial planning for Canadian University College (CUC) and Parkview Adventist Academy (PAA). The FAO will be the designated individual for development and design of departmental forms both for internal and external use in print and web applications as well as ensuring web information is accurate and quickly updated. Additional major responsibilities include rental property management, scholarship verification/processing and providing accounting assistance to the Director.

ESSENTIAL JOB FUNCTIONS

- Provide information to students about financial requirements for attending CUC and PAA including the preparation of Spending Plans and advising on basic student loan information for both Canadian and US students
- Monitor the student accounts who require cash payments as part or all of the submitted payment plan and follow-up with non-compliant accounts
- Provide assistance to the Director with all aspects of verifying and awarding scholarships for CUC/PAA
- Coordinate the 19 non-dormitory housing units tenancy and maintenance
- Coordinate the study permit renewal, work permit and health care registration for international students
- Manage the 'deposit' accounts: international personal, housing, dormitory (both CUC/PAA)
- Provide coverage for other FAO and the Administrative Assistant in their absence including loan document preparation, A/R receipting and ordering of office supplies
- Provide accounting assistance to the Director

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Two years post-secondary training or equivalent

EXPERIENCE

- Two to 3 years related experience

SKILLS

- Superior ability in all current Microsoft Office programs with an emphasis on Excel, Word, Publisher and Access
- Exceptional ability to professionally communicate in written and verbal forms
- Ability to quickly and accurately process detail work

PERSONAL

- Enjoy working with an established team and contributing to the “team” spirit within the entire Finance Department
- Enjoy a fast-paced work environment with a variety of job demands including face-to-face, electronic and telephone interactions with students, parents and internal staff
- Demonstrate an analytical method of managing new information and decision-making
- Realize that tasks and corresponding responsibilities will shift from time to time to keep pace with the demands of the department
- Exhibit a curiosity leading to life-long learning
- Exhibit a positive and welcoming spirit