



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Manager, Student Awards and Scholarships

Job ID	382810-1-8351	
Web Address	https://careers.indigenous.link/viewjob?jobname=382810-1-8351	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-07-22	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. About the Office of the Registrar The Office of the Registrar (RO) proudly serves the entire Toronto Metropolitan University Community. We are involved in the entire academic experience of the student body from admission through to graduation. We provide reliable support through a wide range of services and safeguard the integrity of the university's policies and student records. We provide expert guidance to academic leaders regarding student recruitment, admissions, new programming initiatives, course offerings, grading processes and curriculum management. Undergraduate Admissions and Recruitment processes and assesses more than 80,000 applications annually for admission to Toronto Metropolitan University's undergraduate degree programs. Student Awards and Scholarships aims to help TMU students and staff with the scholarship and awards application process. We are responsible for:

- Establishing all current student awards
- Administering the application process
- Liaising with program departments and University Advancement
- Planning and executing a variety of awards events

The Opportunity

The Manager, Student Awards & Scholarships will oversee the development and delivery of University and private financial aid programs for students who require financial assistance to pursue their educational studies. The Manager is responsible for ensuring the academic and other meritorious achievements of TMU's student body is recognized through the provision of scholarship programs and services.

The Manager, Student Awards & Scholarships, will be responsible for:

- Student Awards Process: Lead and manage the annual student awards process in collaboration with various units in

the university

- Award Administration: Oversee the overall administration of awards funded through various sources (endowments, trusts, operating accounts, ministry and private funds), including the annual planning of the award cycle, use of the awards management system, year-end reconciliation, reporting and data analysis, etc.
- Point of Contact: Acting as a frontline day-to-day point of contact for students and staff award administrators regarding student awards, scholarships and bursaries, providing regular staff training, student awards representation at recruitment events, analysis and troubleshooting of award-related concerns.
- Financial Aid Management: Oversees and manages the annual student award process via AwardSpring, collaborating with Faculties and departments, including Undergraduate
- Admissions, University Advancement etc.
- Communication: Oversees all print, electronic and web communications related to student awards and scholarships, including development, maintenance, and promotion of student scholarship programs and related activities, such as the award management manuals, award websites, web-based award applications and nomination forms.
- Project Management and Events Coordination: Oversees, coordinates and promotes professional development programming, mentoring, events, and prestigious awards and research opportunities. Ensures support and resources are available for student scholar-led community services projects.
- Human Resources Management: Oversees and supervises staff and their activities, including delegating work, determining training needs, determining priorities, and evaluating performance. Provides work assignments and manages part-time, student and volunteer staff as required.
- Policy and Procedure Review: Updates, edits, and revises manuals, best practices and protocols regarding academic awards for approval. Develops working documents regarding standards and enforcement for academic awards. Maintains a repository of documents.

Leaders at TMU are required to demonstrate the following Leadership Competencies:

- Acts with Integrity: Demonstrates behaviors aligned with high ethical standards and personal integrity and acts in accordance with TMU values.
- Builds Relationships of Trust & Collaboration: Actively builds a culture of trust and fosters meaningful relationships.
- Leads Inclusively: Creates an inclusive environment where everyone is respected, recognized, empowered to achieve their potential, and valued for their differences.
- Demonstrates Organizational Acumen: Understands and respectfully navigates complex internal and external environments using sound judgment, diplomacy, and tact.
- Drives Vision & Results: Creates and implements a vision grounded in sound decision-making to achieve desired outcomes.

QualificationsTo help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of post-secondary degree in business or a related field.
- Minimum 5 years' work experience related to business, office and financial administration including event planning, management and delivery, and/or operational and project planning, management and delivery.
- Experience supervising or directing the activities of staff and/or volunteers as it relates to the preparation for and execution of events.
- Demonstrated team building and leadership skills to spearhead the advancement of strategies to improve award management, including working with multiple stakeholders from different backgrounds and interests.
- Exemplary time management skills, strong communication & interpersonal skills and ability to collaborate effectively with internal staff and other department managers with a focus on identifying new opportunities for collaboration and service to meet and/or exceed the 'Exceptional Experiences' mandate of the University.
- Demonstrated knowledge of the post-secondary student scholarship and awards management at the academic program, Faculty and/or university-wide level.
- Advanced knowledge of research techniques, statistical reporting, common word processing, mail merge, macro, template, tables/graphs, spreadsheet, and database computer programming.

Additional Information (MAC)

Position Number(s) 20000916
Reports To Director, Change & Strategy
Department Student Financial Services, RO
Vacancy Type TERM
Employee Group MAC
Work Location Hybrid
Start Date November 1, 2024
End Date November 1, 2025
Hours of Work 36.25
Grade C51
Salary Scale \$76,622 - \$122,396
Hiring Salary Range \$76,622 - \$99,509
Posting Date July 22, 2024
Application Close Date August 12, 2024

- An equivalent combination of education and experience may be considered.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Manager, Student Awards and Scholarships](#)