



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:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/12/07

Coordinator, Student Financial Services (SFS) Systems

Job ID	383556-1-5462	
Web Address	https://careers.indigenous.link/viewjob?jobname=383556-1-5462	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-09-14	To: 2050-01-01
Job	Type: Part-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) contributes to Toronto Metropolitan University's bold vision by providing the bedrock of innovative systems and structures required to build a world-leading institution. Every member of the university community is an RO client. The RO is involved in the entire academic experience of the student body from admission through to graduation, providing reliable support through a wide range of services and safeguarding the integrity of the university's policies and student records. We provide expert guidance to academic leaders regarding student recruitment, admissions, student financial services, student fees, new programming initiatives, transfer credit, course offerings, grading processes, scheduling, academic policy and curriculum management.

The Opportunity

The Coordinator, Student Financial Services Systems provides day-to-day oversight of operations related to systems within the Student Financial Services (SFS) unit, with a focus on exemplary service and successful distribution of work to ensure client service demands are met. The Coordinator will ensure accuracy and integrity of data received and sent to the Ministry of Colleges and Universities (MCU) into/out of Student Administrative Systems (SAS). This role provides module training, coordinates system upgrades, testing and installation of SAS bundles, tools and patches and oversees security access. This role also coordinates the communication between RO departments for business requirements and works with appropriate RO units to develop or resolve process problems.

Qualifications

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

- Completion of a post-secondary degree in business, information technology, computer science, or a related field.
- Advanced Excel and power queries experience required.
- A minimum of 3 years of relevant experience in a systems role, preferably academic in nature, involving high level of customer service with student financial assistance experience or in a related area.
- Experience with Student Administrative Systems, with preference to Oracle and PeopleSoft.
- Experience with OSAP, out-of-province, and U.S. government student aid; including explaining in simple language loan terms and conditions to clients, government student loans process, and alternate funding.
- Proficiency in front-end technologies, including CSS, HTML, JavaScript, and modern web frameworks.
- Proficiency in unit, integration, and smoke testing to ensure software quality and reliability
- Experience coordinating day-to-day operations.
- Ability to research, analyze, and interpret government and academic policies and procedures etc.
- Ability to develop processes, guidelines, documentation etc.
- Ability to evaluate end-user needs, business process approaches, and development of metrics.
- Strong listening, comprehension, and requirements-gathering skills with attention to detail.
- Excellent verbal and written communication skills, to discuss technical issues with non-technical people and business process issues with technical people.
- Strong organizational and time management skills.
- Demonstrated initiative and self-direction to learn new technologies, tools and processes; support others in various systems; and research and use new tools.

- Strong oral and written communication skills, including the ability to effectively communicate technical concepts to stakeholders.
- Strong interpersonal skills.
- Strong working knowledge of Microsoft Office suite (Word, Excel, etc.) and Google Suite (Docs, Sheets, Forms, etc.).
- Ability to maintain confidentiality, and discretion and act with tact and diplomacy.
- Knowledge of current IT best practices, technologies, and regulatory/compliance standard.
- Commitment and working knowledge to support TMU's principles of equity, diversity, and inclusion (EDI), and the Accessibility for Ontarians with Disabilities Act (AODA).
- Knowledge and willingness to learn about how principles of EDI informs and shape the work of the RO to build a campus community inclusive of TMU's student and employee population.

Additional Information (OPSEU)

Position Number(s) 20005172

Reports To Manager, Student Financial Assistance

Department Student Financial Assistance, Registrar's Office, OVPS

Vacancy Type FTCE

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date Not Applicable

Hours of Work 36.25

Grade 12

Salary Scale \$78,272.15 - \$99,152.84

Hiring Salary Range \$78,272.15 - \$85,530.11

Posting Date September 6, 2024

Application Close Date October 15, 2024

- Qualified OPSEU candidates will be considered before members of other employee groups (internal postings only).
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis (internal postings only).
- 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 Coordinator, Student Financial Services (SFS) Systems