

Job ID: #SCHII-24-10
Job Title: Graduate Funding Officer
Department: Faculty of Graduate Studies
Campus: Thunder Bay, ON
Status: Full Time, Contract (18 months)
Job Category: Schedule II

Date Posted: January 31, 2024
Closing Date: February 14, 2024

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

Reporting to the Manager of Graduate Studies, the Graduate Funding Officer is the primary point person in the development, implementation and coordination of Graduate Funding and is accountable for the administration of graduate internal and external funding in the Faculty of Graduate Studies.

Job Duties

- Responsible for maintaining graduate student financial aid records in the Student Information System (Ellucian), ensuring that funds are applied appropriately.
- Using complex criteria for each program, determines and makes adjustments to awards based on changes to enrolment status, withdrawals, degree completions and immigration status, according to University refund policies and Tri-Agency (NSERC, SSHRC and CIHR)/Ministry of Colleges and University (MCU) regulations.
- Working with students, campus colleagues and agency representatives to address funding issues related to student accounts impacted by changes to enrolment status, immigration status, late nominations, tuition fee arrangements, etc.

Employment Opportunity

- Prepares and updates detailed, specific operational procedures to support awards processing, reporting and reconciliations.
- Coordinate and manage the external awards competitions.
- Responsible for and oversees the implementation of University external policies and regulations with regards to awards management, including academic qualifications, enrolment eligibility, research eligibility, and funding announcements.
- Is the liaison with external agencies and representatives for all graduate external funding programs.
- Provides comprehensive reviews of graduate scholarship applications.
- Responsible for the production and updating of scholarship procedures.
- Develops, prepares and delivers workshops and training for departments on annual competitions procedures and processes.
- Prepares the collection of data and completes reports on institutional funding reports for National and Provincial Funding agreements.
- Creates and maintains financial reports of all graduate funding.
- Completes all provincial and federal granting reports as required by the federal and provincial granting agencies.
- Reviews and monitors budgeted monies that are designated to graduate students.
- Provides one-on-one guidance to students in financial difficulty or crisis.

Qualifications

- 3+ years working in an academic environment.
- Knowledge of university policies related to access and release of student information, information security, and records management.
- A background in student financial aid and/or graduate studies would be beneficial.
- Highly developed written and oral skills, great attention to detail, and excellent interpersonal skills.
- Ability to multitask and manage multiple priorities and interruptions.
- Ability to manage conflict and disagreement.
- A high degree of knowledge in transcript evaluation at both the domestic and international level for scholarship eligibility purposes.
- Knowledge of eligibility and scholarship application requirements and processes set forth by the Ontario Graduate Scholarship, Social Sciences and Humanities Research Council of Canada and the Canadian Institute of Health Research.
- Knowledge on all external award regulations.
- Knowledge of the on-line Tri-Council Application System.
- Ellucian, Informer, and experience with external reporting tools is an asset.
- Knowledge of Graduate Studies policies and practices related to admissions, financial aid, enrolment and graduation records, and theses.
- Proven student/client service and interpersonal skills. Professional demeanor in interacting with students on confidential and sensitive matters.
- Ability to work both independently and in a collaborative, team-based environment.
- Successful experience meeting multiple and concurrent deadlines.
- Proven experience regarding accuracy, attention to detail and problem-solving abilities.
- Flexibility and ability to work effectively with Graduate Studies staff as well as departmental staff and faculty on complex issues and procedures.

Employment Opportunity

Working Conditions

- Office environment

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements