



## **Manager, Financial Aid**

Quest University Canada seeks a full-time Manager of Financial Aid. Reporting to the Director of Admission and Financial Aid, this position will be responsible for the implementation of Quest University Canada's institutional merit-based and need-based student financial aid programs and administering provincial, national, and US student aid programs. The Manager of Financial Aid will coordinate with appropriate campus units to provide leadership in student aid advising and outreach, setting policies and procedures for awarding funds, determining student aid eligibility, maintaining budgetary responsibilities, and ensuring government compliance for student aid programs. As a key contributor to the University's enrollment management efforts, the Manager of Financial Aid is also responsible for ensuring a strong customer focus in these efforts and assists in achieving the University's enrollment goals.

### **QUALIFICATIONS:**

- Completion of post-secondary education in Business, Accounting, or Finance; Bachelor's degree preferred.
- Minimum two (2) years financial aid and/or enrolment related experience required.
- An equivalent combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the duties will be considered.
- Demonstrated work knowledge of provincial, national, and US student aid programs and supporting regulations, policies and procedures.
- Demonstrated understanding of the legislation and compliance of Canada and US student loan programs.
- Knowledge of higher education processes, supervisory and personnel practices, communication techniques and computer software.
- Ability to handle confidential data and prioritize workload in a multi-person office.
- Excellent interpersonal and organization skills.
- Strong time management skills and ability to follow up on tasks and report progress
- Demonstrated experience managing multiple competing priorities.
- Ability to work independently with minimal supervision.
- Effective communication skills and ability to communicate effectively with a diverse population of students, parents, and staff.
- Effective customer service skills.

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. *For more information about Quest, visit us online at [www.questu.ca](http://www.questu.ca).*

To Apply: Email a cover letter and your resume in pdf format to [human.resources@questu.ca](mailto:human.resources@questu.ca)

Closing date: October 15, 2018

Start date: November 1, 2018

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity.*

***While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***