



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

<b>Position Title:</b>	<b>Assistant Registrar</b>
<b>Department:</b>	<b>Office of the Registrar and Student Services</b>
<b>Supervisor</b>	<b>Registrar</b>
<b>Compensation:</b>	<b>\$1,150.00 per week</b>
<b>Hours:</b>	<b>35 Hour Work Week</b>
<b>Terms:</b>	<b>Contract / 3 month term</b>
<b>Posting Date:</b>	<b>December 8, 2017</b>
<b>Closing Date:</b>	<b>December 15, 2017</b>
<b>Apply to:</b>	<a href="mailto:hr.stmikes@utoronto.ca">hr.stmikes@utoronto.ca</a> <b>Attention: Human Resources Officer</b> (please include position title in subject line of email when submitting resume and cover letter)

## **PROFILE**

The University of St. Michael's College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, "Teach me goodness, discipline and knowledge," sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual thought thrives in a context of academic freedom and rigorous debate. The University of St. Michael's College boasts a large and dynamic undergraduate division, a Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

## **POSITION SUMMARY**

Under the general direction of the Registrar and in collaboration with other members of the office, provides academic and financial aid advising to students of St. Michael's College; responsible for the overall administration and coordination of the College's student awards and financial aid programs; performs other duties as required.

### **Financial aid (need based awards) advising**

Advises students on accessing various sources of financial assistance; reviews grant applications, ensures completeness and accuracy of information on the application; Meets individually and counsels students who have complex, difficult or serious financial problems, and who are referred by staff within the Office of the Registrar or by other offices the University; makes referrals to other specialized services and resources within the University, the University of Toronto and/or community or health services as appropriate; advises students on all financial matters including award competitions, funding opportunities, scholarships, bursaries, OSAP and UTAPS; makes decisions on routine applications, ensures decisions are consistent with the terms of the awards and provides complete and timely follow up with the applicant and relevant university offices; works closely with the Registrar providing direction and making suggestions for improvement in policies and procedures for the Awards Program;

identifies and determines award recipients and ensures that recipients meet terms of award and authorizes the payment.

**Academic advising:**

Provides academic and career related/skills development advising by appointment and on a drop in basis to new and continuing undergraduate students. This includes course selection, programs of studies, degree requirements, transfer credits, petitions and appeals, probation and suspension, explaining faculty and university policies and practices and referral to other USMC and U of T services as required.

**Other**

Responds to e-mails; represents the college and the faculty at on-campus and off-campus recruitment events; assists in managing and coordinating the University's annual events and ceremonies (Convocations and Awards Ceremonies); helps maintain the accuracy of information posted on the college web site.

**SKILLS/QUALIFICATIONS**

- Five plus years working in a related capacity
- Demonstrated ability to work under pressure, meet deadlines, and work independently.
- Ability to work well in a cross-cultural environment.
- Advising/counselling experience.
- Excellent one-on-one communication.
- Experience with educational and mission oriented institutions preferred.
- Demonstrated initiative
- Ability to compose brief, clear and correct text in conventional English
- Organized, articulate, conscientious, diplomatic; good listener; good judgment; reliability; attention to detail; service oriented with a friendly manner.
- Ability to learn and apply complex policies and procedures.
- Working knowledge of ROSI/ACORN, Degree Explorer, Course Finder, Transfer Explorer and related features is a definite asset
- Ability to create and edit documents in Microsoft Word, Excel, Power Point
- Ability to use a personal computer, photocopier, scanner.

**EDUCATION**

University degree and 5 plus years related experience within a post secondary environment.

**We thank all applicants for their interest. Only those considered for an interview will be contacted.**

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael's College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or [hr.stmikes@utoronto.ca](mailto:hr.stmikes@utoronto.ca)*