

**YORK UNIVERSITY
JOB POSTING – YUSA**

For All YUSA Full Time, Part Time, Sessional and Limited Term Positions

JOB TITLE: Coordinator, Student Awards

JOB CODE: 955456

DEPARTMENT/FACULTY: Development (LA&PS),
Division of Advancement

SALARY BAND: 11

I. JOB PURPOSE:

The Division of Advancement's mission is to inspire and cultivate meaningful engagement and philanthropic support to advance York University's excellence in education, research, and community service. Under the direction of the Director of Development, Faculty of Liberal Arts & Professional Studies (LA&PS). The Coordinator, Student Awards supports LA&PS donor-funded student awards, scholarships, and bursaries, and coordinates related administration and adjudication processes and events. The coordinator will support student success in Faculty of LA&PS through the coordination and implementation of outreach opportunities and projects (such as awards promotion).

The Coordinator, Student Awards will also support the vision, mission, values, and strategic direction of the Division of Advancement's mission and contribute to a positive, supportive, and student-focused team environment of high performance, respect, trust, collaboration, continuous improvement and embraces diversity and fosters inclusion.

II. MAJOR AREAS OF RESPONSIBILITY:

1. Student Awards, Scholarships, and Bursaries Administration

Percentage of time: 85%

- A. Under the direction of the Director, supports the administration of LA&PS donor-funded student awards (such as faculty-wide awards and the Advancing YU scholarships).
- B. Supports the Dean's Office, the Director, Students, and the Associate Director of Advancement. Works closely with other Coordinators to organize student focused events, including Advancing YU events and Connections Speed Mentoring events.
- C. Liaises with appropriate teams (such as the LA&PS Communications) to coordinate student focused events. Under the direction of the Director, assists with planning, development and execution of events related to donor-funded awards within the assigned budget. Drafts plans of action for each event for review by the Director. Coordinates event logistics related to student engagement (such as inviting students through multiple channels and assisting with student registration and attendance).
- D. Reviews and analyzes LA&PS faculty-wide and department-specific donor-funded student award disbursements. Provides reports and analysis as required to support annual disbursement plans.
- E. Supports the process development and implementation of donor-funded awards administration, adjudication timelines, and guidelines for faculty-wide awards and department-specific awards. Communicates information as required.

- F. Liaises with Student Financial Services (SFS) to support the administration of donor-funded student awards, scholarships, and bursaries. Communicates process and procedures and escalates issues when necessary.
- G. Verifies accuracy of LA&PS donor-funded awards information in central system. Prepares and submits requests for updates and changes as necessary. Partners with Student Academic Affairs, Achievements & Awards to support administration of donor-funded awards.
- H. Responds in a timely manner to in-person, phone, and email inquiries from faculty, student and staff about donor-funded student awards, bursary applications and adjudication processes.
- I. In collaboration with LA&PS Communications & Marketing and Strategic Enrolment Management (Recruitment) teams, verifies donor-funded awards information is accurate and accessible (online and print) for students. Identifies and follows up on opportunities to increase awareness among students and faculty of the range of available student awards, including those for academic achievements and extra-curricular engagement.
- J. Identifies donor-funded award adjudication and disbursement process and improvement opportunities to the Director. Supports the implementation of approved recommendations.
- K. Under the direction of the Director, facilitates completion of the necessary approvals at the faculty level for all newly proposed donor-funded awards or proposed changes to the terms of existing LA&PS awards, bursaries, prizes, and scholarships in accordance with Senate and University guidelines.
- L. Maintains and updates databases of LA&PS donor-funded awards information.
- M. Supports the adjudicative functions of the student awards sub-committee of the Committee on Teaching, Learning & Student Success. Provides administrative support to the sub-committee, including confirming award criteria for donor-funded awards, and liaising between the subcommittee and the LA&PS Advancement Team.
- N. Assists with the development of workshops and educational materials for students to demonstrate ways that awards can help students strengthen their resumes and graduate school applications, broaden networking opportunities, and forge closer ties to peers and faculty at all stages of their academic careers.
- O. Produces annual metrics and reports regarding student donor-funded awards. Uses metrics to make recommendations for improvements.

Contacts: Director of Development, Associate Director of Advancement, External Events Coordinator, Manager, Student Academic Affairs, Achievement & Awards, Coordinator, Student Awards & Academic Integrity, Student Success staff, staff in the LA&PS Schools, Departments and Colleges, Chair of Committee on Teaching, Learning & Student Success, Faculty Council, students, managers, and staff in the office of the Dean, LA&PS, Associate Dean, Students, Student Financial Services, LA&PS Communications & Marketing and Strategic Enrolment Management (Recruitment) teams.

Reason for Contact: To provide support for the adjudication and administration of student bursaries, scholarships, and awards, and to organize and facilitate student recognition events.

2. General Administration
Percentage of time: 10%

- A. Participates in relevant University Committees and working groups. Provides support for special, ad-hoc, or short-term working groups that relate to student donor-funded awards.
- B. Provides coordination on special projects for the Office of the Dean as required.
- C. Prepares and distributes documents, coordinates meetings and logistics, and takes minutes.
- D. Maintains electronic files, updates databases, and online forms. Under the direction of the Director of Development, prepares the annual report and ad-hoc reports as needed. Also, prepares reports for donors regarding awards and their recipients.

Contacts: Director of Development, Associate Director of Advancement, External Events Coordinator, **Manager**, Student Academic Affairs, Achievement & Awards, staff in the LA&PS Schools, Departments and Colleges, Chair of Committee on Teaching, Learning & Student Success, Faculty Council, students, managers, and staff in the Office of the Dean, LA&PS, Associate Dean, Students, Student Financial Services, LA&PS Communications & Marketing and Strategic Enrolment Management (Recruitment) teams.

Reason for Contact: To provide support for the adjudication and administration of student bursaries, scholarships, and awards, and to organize and facilitate student recognition events.

3. Other duties as assigned
Percentage of time: 5%

III. COMMUNICATIONS:

	English
Basic reading skills (e.g., scanning text, reading forms, etc.)	<input checked="" type="checkbox"/>
Basic writing skills (e.g., writing brief notes, completing forms, etc.)	<input checked="" type="checkbox"/>
Basic speaking skills (e.g., asking & answering simple or repetitive questions, etc.)	<input checked="" type="checkbox"/>
Comprehends written material (e.g., extracting information/details, reading reports/correspondence, etc.)	<input checked="" type="checkbox"/>
Writes non-complex documents (e.g., composing factual information/short routine correspondence, taking minutes, etc.)	<input checked="" type="checkbox"/>
Sustains conversation on specific topics (e.g., explains standard policies/procedures/services, etc.)	<input checked="" type="checkbox"/>
Comprehends complex texts (e.g., reading & interpreting policy papers/research papers/technical reports, etc.)	<input checked="" type="checkbox"/>

Composes documents (e.g., drafting reports/recommendations/research papers/summaries, etc.)

Sustains in-depth conversation (e.g., interpreting & expressing complicated ideas, making presentations, etc.)

IV. PHYSICAL & SENSORY DEMANDS/ENVIRONMENTAL CONDITIONS:

<input checked="" type="checkbox"/> VDT Use	40%	<input checked="" type="checkbox"/> Bending	5%
<input checked="" type="checkbox"/> Prolonged visual attention	45%	<input checked="" type="checkbox"/> Walking/mobility	5%
<input checked="" type="checkbox"/> Prolonged audio attention	30%	<input checked="" type="checkbox"/> Verbally abusive	1%
<input checked="" type="checkbox"/> Hand/finger dexterity	20%		
<input checked="" type="checkbox"/> Prolonged sitting	40%		
<input checked="" type="checkbox"/> Prolonged standing	10%		
<input checked="" type="checkbox"/> Lifting and/or carrying (approx. 10lbs/20 kg)	1%		

V. RESPONSIBILITY FOR OTHERS:

Does this job have responsibility for others? No

VI. QUALIFICATIONS:

Minimum level of formal education required:

University degree, or an equivalent of four (4) years recent relevant experience (defined as within the last five years) working in a university setting and performing the same or similar student awards related coordination and administrative support tasks. This education equivalency is in addition to the experiential requirements outlined below. Specialized training in student development theory preferred.

Minimum number of years and type of relevant work experience required:

Minimum two (2) years of recent relevant experience administering student awards. Experience in a post-secondary setting, and experience developing and facilitating student success-focused presentations and interactive sessions preferred. Knowledge of governance and administrative structures is required. Knowledge of policies and procedures relating to university financial processes is preferred. Requires experience coordinating and maintaining effective relationships with stakeholders (including students, staff, and faculty), and experience with developing, coordinating and implementing meetings and events.

Skill(s) required:

- Strong student-focused approach to service delivery, with excellent communication (verbal and written) and presentation and facilitation skills.
- Proven ability in interpreting policies, procedures, and regulations.
- Strong relationship building and maintenance skills.
- Excellent organizational and time management skills to cope with multiple tasks and events/meetings occurring within short and overlapping time periods.
- Ability to manage conflicting demands, able to work well and problem solve under pressure.
- Excellent written communication skills in the form of reports, presentation, minute taking, and correspondence.
- Strong attention to detail.
- Proven knowledge of and ability to apply student development theories.
- Strong computer skills including Microsoft 365, databases, and website maintenance skills. Demonstrated ability to safeguard confidential material.

Other:

- Demonstrated commitment to working as a team player, sharing knowledge as needed, and fostering a positive team environment.
- Demonstrated initiative and flexibility.
- Self-motivated learner and demonstrated commitment to personal and professional development. Demonstrated record of professionalism, good attendance, punctuality, and reliability.

Please note: This position requires the candidate to produce a verification of degree(s), credentials(s), or equivalencies from accredited institutions and/or international equivalents at the time of interview.

VII. JOB SPECIFICATIONS:

Hours of work: 8:30 am to 4:30 pm

Summer: Monday to Thursday 8:30 am to 4:30 pm and Friday 8:30 am to 3:30 pm

Overtime may be necessary during peak periods

What are the peak periods for this position? Summer, October, March, April

Is there any change of hours during peak periods? No

Hours during peak periods: Same as above

Is there any time during which vacation is restricted?

Yes

Define the restriction: During peak periods