



ST. MARK'S COLLEGE  
CORPUS CHRISTI COLLEGE

**JOB DESCRIPTION**  
**ADMISSIONS & FINANCIAL AID OFFICER**  
Office of the Registrar, St. Mark's College-Corpus Christi College

“The Community of St. Mark’s, which includes St. Mark’s College, Corpus Christi College, and St. Mark’s Parish, is the Catholic centre at UBC. St. Mark’s College educates undergraduate and graduate students through a theological lens, preparing them to become leaders in Catholic schools, healthcare, and social services. It also prepares the academic formation for men preparing to serve as permanent deacons in the Archdiocese of Vancouver. Corpus Christi College provides students with the good undergraduate start that develops the individual student’s potential and enables success today and beyond. Our offerings are unique, imbued with Catholic values, while complementary to UBC.”

**Overview:**

The mandate of the Office of the Registrar, St. Mark’s College/Corpus Christi College is to manage and provide operational oversight in eight (8) key areas: admissions, financial aid and awards, academic advising, enrolment services and records, course scheduling, convocation, institutional analysis, and academic policy and regulation in collaboration with the Deans.

The Admissions & Financial Aid Officer is responsible for maintaining the integrity of the admissions processes of the Colleges and for the student-facing processes relating to financial aid available through the Colleges.

**Functional Reporting Relationships:**

The Admissions & Financial Aid Officer reports to the Registrar and works collaboratively with other members of the Registrar’s Office.

Direct Reports – None

**Expectations and Responsibilities:**

The Admissions & Financial Aid Officer provides leadership, guidance, and oversight over the admissions processes for the Colleges’ academic programs and over the Colleges’ student financial aid offerings (including those available via third parties), including but not limited to the following:



### **A. Admissions**

- Receive and verify admissions applications, review for accuracy, completeness, and determine admissibility according to the college's admissions policies
- Conduct admissions interview when needed
- Update and maintain the website as it relates to admissions
- Prepare admission letter/package
- Maintain student records accurate and updated in accordance with applicable legislation and policy including updating vital information; verify changes for accuracy. Identify and correct discrepancies and errors in student records.
- Evaluate records management policies and practices and makes recommendation for changes
- Assist with maintaining the integrity of the student information system
- Create, revise and maintain office forms
- Prepare reports relevant to the operation of the office as requested by the Registrar

### **B. Student Financial Aid**

- Advise students on financial assistance program available; making the maximum use of available student financial programs and other supports
- Complete Student Aid BC documents for both the BC government and the students
- Advise students and families concerning the financial literacy including Student Aid BC appeals, reassessment, and repayment plan
- Process applications for Entrance and Competitive scholarships and bursaries
- Recommend students eligible for various scholarships and bursaries in the colleges
- Prepare and issue scholarship vouchers/certificates/letters to students who have been awarded scholarship, bursaries, and other financial assistance
- Update and maintain the website as it relates to admissions
- Update student records to reflect awards of financial aid to the students
- Update and maintain the website as it relates to student financial aid opportunities (not limited to those offered directly by the Colleges)

### **Qualifications:**

- Bachelor's degree, preferably in Education, Psychology or a related field; plus a minimum of three (3) years of experience working in post-secondary education; or an equivalent combination of education, training and experience
- Professional demeanor with excellent oral, written, interpersonal and presentation skills
- Exceptional time management and organizational skills, ability to multi-task
- Demonstrated ability to communicate effectively with diverse audiences and stakeholders
- Ability to be flexible and adaptable
- Ability to work independently or as part of a team in order to meet deadlines and achieve project goals
- Intermediate skills on Microsoft applications, including: Word, Excel, Powerpoint,



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Outlook

- Ability to exercise a high level of judgment, discretion and confidentiality
- Commitment to forwarding the missions and visions of St. Mark's College and Corpus Christi College

**Closing Date:** posted until filled

Preferred Job Start Date: September 1, 2019

Applications, including cover letter and resume should be emailed to [hr@corpuschristi.ca](mailto:hr@corpuschristi.ca).  
Applications open until filled.