

Yukon University

Statement of Qualifications

Funding Advisor

Position Title: Funding Advisor
Location: Whitehorse, YT (Ayamdigut Campus)
Date: May 2024

Essential Qualifications (assessed in the screening process)

Education and Training

- Bachelor's degree in business administration, Finance, Education, Psychology, Counselling, or a related discipline or equivalent work experience.

Demonstrated Abilities

- Experience understanding Canadian post-secondary education systems and financial aid processes.
- Recent experience working within an educational environment using a student information system such as Banner or Peoplesoft.
- Ability to develop and deliver informative and impactful presentations or workshops.
- Experience with MS Office Suite and Adobe

Equivalency

- Candidates with an acceptable combination of experience and education may also be considered.
-

Rated Qualifications (factors assessed through interview, etc.)

Knowledge of:

1. Territorial, Provincial and Federal financial aid policies, and processes.
2. Post-secondary student lifecycle from application to graduation;
3. Financial barriers students face while attending post-secondary.

Abilities:

1. Interpret, understand, and consistently apply legislation, rules, regulations, and procedures and keep apprised of relevant updates or changes.
2. Provide information, assistance and related services to the public, students, faculty, and staff in a pleasant, accessible, timely and customer-focused manner;
3. Navigate difficult situations and handle sensitive and highly confidential documents and personal information while maintaining confidentiality;
4. Promote and advertise financial aid programs and awards to current and prospective YukonU students;
5. Establish and maintain effective working relationships with Territorial, Provincial and Federal funding organizations and other related financial supports;
6. Conduct preliminary research and prepare reports on findings;

7. Coordinate and chair committees;

Personal Suitability:

1. Commitment to equity, diversity, and inclusion and to promoting a respectful and collegial learning and working environment.
2. Strong team player and desire to work within a diverse and busy team.
3. Excellent communication skills, both orally and in writing.
4. Ability to make decisions and act under pressure and tight deadlines.
5. Strong attention to detail.