



DALHOUSIE UNIVERSITY

Assistant Registrar, Awards

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Position Details

Position Title	Assistant Registrar, Awards
Department/Unit	Registrar's Office
Location	Halifax
Posting Number	S203-20
Employee Group	DPMG
Position Type	Term
Duration of Contract (if applicable)	13 months (with possible extension to 19 months)
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$51,504 - \$69,683 per annum
Classification	ADM-05
Provisional Statement	

About Dalhousie University

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary	<p>A core unit within the division of Student Affairs, the Registrar's Office is a large, multi-unit, multi-site operation involved in the entire academic experience of Dalhousie students, from recruitment and admissions through to convocation and beyond. Under the direction of the Associate Director, Student Awards and Financial Aid, the incumbent is an integral part of the Financial Aid & Admission/Recruitment team which is responsible for activities related to administration of financial aid, scholarships and awards to undergraduate, graduate and professional students of Dalhousie.</p>
Key Responsibilities	<ul style="list-style-type: none"> - Administer the merit-based Undergraduate Awards Program, including administering the Entrance Scholarship, In-Course Scholarship, and Entrance Bursary program. - Develop and review existing endowed scholarships and awards. Identify areas where new scholarship opportunities exist and work with external relations to develop these new awards. Review existing endowed award terms of reference and determine if any changes are need to the terms. - Administer University convocation awards and prizes. - Advise new and returning students on an individual or group basis, on scholarships, financial aid, awards and budgeting.
Note	<p>This posting is open to internal and external applications; however, current Dalhousie employees will be given special consideration. Secondment opportunities strongly considered.</p>
Qualifications	<p>Undergraduate degree plus three to five years' related administrative experience in post-secondary environment (or equivalent combination of training and experience) is required. Considerable experience with public speaking and one-on-one communication required. Knowledge of budgeting processes, financial literacy, and high school programs in Atlantic Canada and beyond is required. Working knowledge or better with computer applications such as Oracle, word processing, spreadsheets, PowerPoint/Corel Presentations, basic html, Adobe/PFE, e-mail and internet is required. Experience in process improvement is an asset.</p>
Job Competencies	<p>The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (https://www.dal.ca/dept/leaders.html), in particular:</p> <ul style="list-style-type: none"> - Resource and Process Management - Accountability for Performance and Results - Knowledge & Thinking Skills - Communication - Respect and Inclusion
Additional Information	<p>Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.</p>
Application Consideration	<p>Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.</p> <p>We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.</p>
Diversity Statement	<p>Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity (https://www.dal.ca/hiringfordiversity).</p>

Number of Vacancies	1
Open Date	11/19/2020
Close Date	11/27/2020
Open Until Filled	No
Special Instructions to Applicant	
Quick Link for Direct Access to Posting	http://dal.peopleadmin.ca/postings/4718 (http://dal.peopleadmin.ca/postings/4718)

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter

Dalhousie University

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