



## **EMPLOYMENT OPPORTUNITY**

### **Financial Aid and Foundation Assistant**

*Contract until June 29, 2023*

#### **ABOUT MARIANOPOLIS COLLEGE**

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

#### **NATURE AND SCOPE**

In accordance with the Mission and Vision of Marianopolis College and the goals of The Marianopolis Millennium Foundation, the Assistant provides clerical and administrative assistance on financial aid and fundraising dossiers. The Assistant works under the direction of the Director General.

#### **RESPONSIBILITIES**

- Maintains the alumni/donor database and all related materials, including mailing distribution lists, donation reports, prospect research, financial records, alumni/donor files, etc.
- Processes all financial contributions for the Marianopolis Millennium Foundation, including data entry, donor acknowledgement letters, issuing charitable income tax receipts, and preparing donor recognition listings
- Supports the Board of Directors of the Marianopolis Millennium Foundation and other related committees as needed by assembling briefing documents, reports and meeting materials, and by assisting and communicating with volunteers
- Liaises and interacts with donors, including handling and directing inquiries related to donations, the Marianopolis Millennium Foundation, and the College
- Ensures the day-to-day office management, including filing and archiving, correspondence, preparation of reports and other documents, liaising with suppliers, inventory of supplies and storage, handling of cash float, etc.
- Provides information to current or prospective students and parents regarding financial assistance programs, Marianopolis scholarships and awards, and external scholarships and loans
- Facilitates student applications for financial assistance via the provincial government's Aide financière aux études (AFE) program
- Performs modifications, verifications and confirmations of students' registration status on AFE site
- Attends information and training sessions sponsored by AFE
- Maintains financial aid files for students

- Assembles applications for tuition credits, bursaries and scholarships, and ensures that related administrative processes are carried out
- Fulfills other duties as required

## PROFESSIONAL ATTRIBUTES

- Excellent organizational skills
- Demonstrated ability to handle simultaneous projects while working autonomously within deadlines and available resources
- Team-player with good interpersonal skills and professional demeanor
- Proven capacity for tact, judgment and discretion

## QUALIFICATIONS

- Diploma of Vocational Studies (DEP) in an appropriate specialty or a High School Diploma (DES)
- Minimum 1 year of experience in administrative assistance, preferably in education or philanthropy
- Proficiency with Microsoft Office (testing may be required)
- Solid written and spoken communication skills in English and French (testing may be required)

## WORKING CONDITIONS

**Working Hours:** Weekdays, 35 hours (some evenings required for special events)  
**Annual salary:** From \$40 695 to \$45 500, depending on schooling and experience

## APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please send your CV before **August 18, 2022** to [careers@marianopolis.edu](mailto:careers@marianopolis.edu)