

## The School of Toronto Dance Theatre

### OPPORTUNITY: STUDENT SERVICES & FINANCIAL AID OFFICER

The School of Toronto Dance Theatre is one of Canada's leading dance training centres and offers training programs for professional and recreational dancers of all ages from its studio and office space in Toronto's Cabbagetown area. The School strives for artistic excellence in teaching, stays vitally aware of ongoing developments in the art form of dance, provides stable administration and financial management, and maintains a strong and responsible Board of Directors. Through its dedication to excellence, the School has remained at the forefront of training in contemporary dance in Canada for over fifty years.

The School is in search of a Student Services & Financial Aid Officer to join its team. The ideal candidate is a dynamic administrative and technologically proficient professional with a passion for the arts and education. A minimum of three years' work experience is preferred within an arts and culture organization, arts training institution, educational institution or equivalent.

Reporting to the Managing Director, and working closely with the Artistic & Pedagogical Director and staff, the Student Services & Financial Aid Officer will maintain compliance and privacy as per provincial and regulations, and contribute to the overall viability of the School. They will lead the following: registration and financial aid services to the students of the Professional Training Program (PTP); reconciliation of financial records; maintenance of records and database systems.

#### Roles and Responsibilities

##### *Compliance & Policies*

- Is the expert with regard to all legislation and privacy regulations related to the administration of a Private Career College (PCC) and government student loan programs
- Monitors the School's Ministry of Colleges and Universities and PCC status in collaboration with the Managing Director
- Remains current regarding requirements for other relevant government programs, including but not limited to Ontario Student Assistance Program (OSAP) and other provincial equivalents, IRCC International Student Program, Canada Revenue Agency including T4A, T2022 forms
- Processes registration, maintains class lists, enforces the rules related to attendance and missed classes, and keeps a permanent record of grades and marks
- Facilitates student financial assistance processes and serve as primary contact on all matters related to national and provincial student loan program
- Updates the School's policies, when required, including but not limited to the Student Handbook, Non-fraternization Policy, and Sexual Violence Policy, in collaboration with others where appropriate
- Leads the process for the annual PCC renewal and audits with the auditor and with support from the Managing Director.

##### *Student Services (PTP)*

- Coordinates evaluation process for current students, compiles information from instructors, and works with the artistic staff to finalize student transcripts

- Collaborates with Recruitment & Training Associate to ensure successful transition from prospective to registered student
- Counsels students on the financial aid application process, and administers all provincial financial aid programs
- Issues official school documents for current students and alumni
- Assists the Managing Director and Artistic & Pedagogical Director with the administration of the Scholarship, Bursary & Awards Program.

#### *Financial Management*

- Receives and records all payments to the School, and issues receipts and charitable tax receipts where applicable
- Performs monthly reconciliation of payment platforms and reports details to the bookkeeper, ensuring completeness and accuracy in both the database and accounting systems.
- Provides records to the bookkeeper for the issuance of form T2022 to students.
- Assists the Managing Director with general financial administration, including, but not limited to, bank deposits and petty cash reconciliation, and the annual financial audit

#### *Records & Information Management*

- Manages and maintains all data information in the data systems; provides training and support to the team on data access and records management
- Updates and tracks all constituent information in the database
- As the School's Privacy Officer, understands and enforces privacy requirements related to student and participant records and establishes appropriate procedures
- Provides leadership in the use of registration and communication systems by giving appropriate recommendations for new and improved applications

#### *General*

- Maintains a complete understanding of all programs, policies, activities and functions within the School
- Contributes to the School's day-to-day operation as part of our administrative team, including certain reception duties and fielding of general inquiries
- Acts as registrar for students in all programs, developing and administering all registration processes
- Works closely with students through regular interaction and on projects
- Provides a high level of customer service to all constituents
- Supports partnerships with external organizations and groups
- Assists with the Vulnerable Sector Check Program, where applicable

- Where appropriate, provides support and/or supervision to other staff members, student employees, and volunteers carrying out the School's programs and initiatives, including fundraising
- Other duties as assigned.

**Skills and Qualifications:**

- 3+ years of experience in the arts with a focus on education, administration or equivalent
- Process and compliance oriented
- Strong critical thinking and analytical skills
- Outside the box strategic thinking
- Experience with research and policy development
- Highly organized with the ability to manage multiple projects efficiently
- Proficient computer skills (Microsoft Office, Google Suite, Adobe Professional)
- Experience with CRM databases (SUMAC, Amilia)
- Financial literacy
- Strong written and oral communication skills
- Excellent interpersonal and customer service skills
- Flexible can-do attitude with a willingness to jump in where needed
- Works independently while collaborating effectively with the larger team
- French language is an asset, but not required

**Particulars of the Position:**

The role is a full-time position, commensurate with experience and includes a full benefits package after a successful probation period. The standard work week is Monday to Friday, 8 a.m. to 4 p.m. with some evenings and weekends required.

Salary range: \$45,000 - \$50,000

Start date: September 2022 or as soon as possible

If you have additional questions about the position or the School, please visit our website or email us at [search@schooloftdt.org](mailto:search@schooloftdt.org).

**How to Apply:**

To be considered for the role, please send a cover letter and resume by email to [search@schooloftdt.org](mailto:search@schooloftdt.org) no later than July 24, 2022. We thank all applicants in advance, but only those selected for an interview will be contacted. Consideration of applications will begin immediately and continue until the position is filled.

The School of Toronto Dance Theatre is committed to creating a welcoming, respectful and inclusive work environment. We welcome and encourage applications from all people regardless of race, gender identity or expression, religion, disability, or sexual orientation.

We are an equal opportunity employer and encourage all qualified individuals to apply, however Canadian citizens and permanent residents will be given priority.

We thank applicants for their interest, however, only those advancing in the process will be contacted.

The School is housed in a heritage-designated building in the heart of Cabbagetown, Toronto; the building is currently not wheelchair accessible.

The School of Toronto Dance Theatre  
80 Winchester Street  
Toronto, ON M4X 1B2