



KNOX COLLEGE

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Knox College, Toronto

Job Description

Assistant Registrar & Financial Aid Coordinator

Position Summary

Knox College, a Presbyterian theological college affiliated with the University of Toronto, seeks a highly organized and service-oriented Assistant Registrar & Financial Aid Coordinator for a one-year maternity-leave contract. Reporting to the Registrar and Director of Enrolment Management, the Assistant Registrar provides front-line student services and administrative support for academic records, courses, financial aid and awards, events, committees, and the broader operations of the Academic Office. This job is for an existing full-time temporary vacancy at Knox College.

Knox College is deeply committed to fostering an equitable, diverse, and inclusive staff that reflects the richness of Canadian society and to creating an inclusive, accessible application process for all candidates. The College actively encourages applications from qualified candidates who bring lived experiences from racialized and Indigenous communities, as well as individuals of all gender identities, cultural traditions, socioeconomic backgrounds, and disabilities. All qualified applicants are invited to apply, and the College is dedicated to creating an equitable, fair, and accessible process for everyone. Accommodation is available upon request for candidates taking part in all aspects of the selection process. If you require accommodation, please contact Toyin Fambegbe at toyin.fambegbe@utoronto.ca.

Academic Office and Enrolment Management

The Assistant Registrar is a member of the Enrolment Management team and works closely with the Registrar and Director of Enrolment Management, the Admissions Counsellor & Recruitment Assistant Registrar, the Academic Dean, the Director of Experiential Learning, and the Director of Finance & Administration. The role supports Knox College students, visiting students from Toronto School of Theology member colleges, faculty, alumni, and University of Toronto and TST partners with accuracy, confidentiality, diplomacy, and empathy.

Key Responsibilities

Student Services and Events

- Provide responsive front-line service to Knox College and visiting students regarding academic records, deadlines, requirements, financial aid, and referrals.
- Receive and record cocurricular, experiential-learning, and field-education documentation, including CPE, SPE, and TFE placement materials.

- Compile applications, travel documentation, information, and fees for the annual Intercultural Experience trip.
- Assist with annual student and College events, including Fall Orientation and Retreat, and Convocation.

Academic Records and Courses

- Create and maintain confidential electronic and hard-copy records for Basic Degree and Graduate Degree students, ensuring accuracy in ROSI and office files.
- Assist with monitoring academic progress, processing final grades, producing transcripts and other academic documentation, and archiving student records.
- Collect and review course syllabi for conformity with required templates and post approved materials to the Knox College website.
- Reconcile course listings across Knox College and TST websites and administer online course evaluations and reports.

Financial Aid and Awards

- Serve as the first point of contact for Basic Degree and Graduate Degree students seeking financial-aid information, clarification, or referral.
- Receive bursary applications, confirm registration and eligibility in ROSI, submit documentation for processing, and audit registration after add/drop deadlines.
- Prepare payment requisitions and correspondence for prizes, scholarships, awards, and designated course or program fees.
- Respond to confirmation-of-enrolment requests related to OSAP and clarify needs- and merit-based awards with University of Toronto Student Accounts.
- Research, develop, implement, and regularly review financial-aid policies and protocols in collaboration with College leadership.

Academic Administration and Committees

- Serve as recording secretary for the Basic Degree Committee, Graduate Degree Committee, and Academic Committee of the Board.
- Attend TST Registrars' Committee meetings with the Registrar and Director of Enrolment Management as appropriate.
- Create and update fillable forms and prepare documentation for accreditation, assessment, and reporting to institutional and government partners.
- Assist with annual academic progress letters for Presbyteries and provide additional administrative support to the Academic Office as assigned.

Qualifications

Required

- Undergraduate degree, or an equivalent combination of education and experience.
- At least two years of administrative-services experience, ideally in an academic environment.



- Strong proficiency with Microsoft Office, including Word, Excel, PowerPoint, and Outlook, plus experience editing website content.
- Knowledge of records and data-management principles and experience with, or knowledge of, integrated databases.
- Excellent organizational, interpersonal, written, and verbal communication skills, with exceptional attention to detail and accuracy.
- Ability to manage competing priorities, meet deadlines, work independently within a team, and remain calm and professional during busy periods.
- Demonstrated tact, discretion, empathy, and commitment to confidentiality and excellent front-line service across diverse cultural and faith traditions.
- Ability to carry files and other items weighing up to 15 lbs., navigate stairs, and move around the Knox College and University of Toronto campuses.

Preferred

- Experience using ROSI or a comparable student-information system.
- Familiarity with graduate-level academic studies and theological terminology.
- Experience supporting financial-aid, academic-records, committee, accreditation, or student-event processes.

Application Process

Please email your resume and cover letter along with names of three references to: The Director of Finance and Administration, knox.financedirector@utoronto.ca by September 16, 2026, with the subject line to read: Assistant Registrar.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls please. Knox College is an Equal Opportunity Employer.

Salary range: 66,446 - \$71,309

Contract: One-year maternity-leave, full-time

Hours: 35 hours per week, generally scheduled between 8:00 a.m. and 5:00 p.m.

Work arrangement: Hybrid

Start date: November 1, 2026

Application Deadline: September 16, 2026, at 11:59 PM EST

