



### Job Description

Position Title	Intern
Department	Student Finance
Reporting To	Deputy Manager
Type of Position	Contractual

#### **POSITION DESCRIPTION**

The incumbent will be responsible to assist Deputy Manager, Student Finance in segregation and compilation of old documents and preparation of detailed report on those documents.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Preparing files on MS Excel containing detail of documents.
- ✓ Segregating and identifying all relevant documents.
- ✓ Updating documents in students' individual files.
- ✓ Updating and placing old fee vouchers in semester-wise files.

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Graduate and/ or Masters part completed
Required Experience	✓ Fresh

#### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Problem Solving Skills	Low
2.	Computer Skills	Medium
3.	Communication Skills	High
4.	Attention to Details	High