



Job Description

Position Title	Intern
Department	Student Finance
Reporting To	Deputy Manager
Date	September 2017
Type of Position	Contractual

POSITION DESCRIPTION

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

DUTIES AND RESPONSIBILITIES

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

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduate and/ or Masters part completed
Required Experience	✓ Fresh or 1 year of experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

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