



Job Description

Position Title	Management Trainee Officer, Scholarship and Financial Aid
Department	Student Finance
Reporting To	Manager, Student Finance
Date	February 2017
Type of Position	Full Time

POSITION DESCRIPTION

To assist manager student finance in day to day activities along with dealing with students and managing financial aid and scholarship records in PeopleSoft/ Excel and filing of documents.

DUTIES AND RESPONSIBILITIES

- Developing knowledge of
 - Scholarship and Financial Aid Policies, along with deadlines for each type.
 - Scholarship Form and documents required from Students with deadlines.
 - Financial Aid Form and documents required from Students with deadlines.
 - People Soft Module related to Student Finance.
- Guiding students about the documents to be filled and submitted for
 - Scholarship
 - Grants
 - Deferred fee; along with deadlines for each
- Handling queries of all prospective students regarding Scholarships and Financial Aid.
- Checking documents submitted by students for accuracy and consistency of information.
- Following up from prospective students in case of missing documents and incomplete information.
- Maintaining records of each student with reference to scholarships and financial aid, for easy retrieval.
- Generating different types of Reports related to Scholarships and Financial Aid.
- Compiling data for internal and third party verifications.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Finance Graduate and/ or ACCA/ ICMA finalist.
Required Experience	✓ Fresh or 1-2 years of experience.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

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