



## Job Description

Position Title	Manager/ Senior Manager Student Finance
Department	Office of Student Finance
Reporting To	Financial Controller
Date	February 2017
Type of Position	Regular

### **POSITION DESCRIPTION**

The Manager/ Senior Manager Student Finance oversees the administration of student finance, need based aid, and merit based scholarships as sponsored by Habib University in close coordination with Admissions Department and Registrar Office. The purpose of this position is to oversee the design, planning, development and evaluation of Habib University's vital student support programs. This position is responsible for leading and managing a dynamic team in implementing strategy and achieving the desired outcomes by dealing with students and managing complete financial aid and scholarship portfolios.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Developing and directing financial aid and scholarship strategies that are consistent with the enrollment management objectives of the University and by administering financial aid, scholarships and student employment programs that support student recruitment and retention.
- ✓ Planning, organizing, developing, implementing, directing and coordinating the University's Financial Aid and Scholarship programs, including grants, loans, work study, and scholarships.
- ✓ Developing financial assistance recommendations for University administration.
- ✓ Working closely with the University Advancement office to maintain scholarships as per donor requests.
- ✓ Disseminating information about Habib University's financial aid and scholarship programs to current and potential students.
- ✓ Managing and supervising all financial aid processes for awarding student loans, grants, and scholarship packages.
- ✓ Overseeing the timely and accurate processing, selection and award of both need based financial aid and merit based scholarships.
- ✓ Supervising the maintenance of financial aid records including awards and cumulative records of each recipient while observing the University's privacy policies and restrictions.
- ✓ Working proactively with the colleges and student recruitment departments to support the best students for financial aid programs.
- ✓ Interacting with faculty to ensure students' continuation in scholarships, discounts and financial aid program.
- ✓ Serving as the scholarships liaison to ensure alignment with finance procedures and reports.
- ✓ Responsible for timely collection of dues from students and keeping a trail of all the communication with the student.
- ✓ Reconciling student receivable accounts with the treasury department.
- ✓ Responsible for timely collection of loans/ amounts from partnering financial institutions.
- ✓ Calculate refunds and repayments for students who withdraw from school;
- ✓ Working closely with the finance office, this position will be the University Bursar and as such will be in charge for all student financial matter, including managing the fee, invoice generation, billing, payments and collection procedures.
- ✓ Ensuring that the University has exception-free Financial Aid audits and program.
- ✓ Developing and monitoring the office budget including personnel needs, and operational expenses.
- ✓ Other duties as assigned.

<b>REQUIRED JOB SPECIFICATIONS</b>	
Required Qualification	<ul style="list-style-type: none"> <li>✓ CA, ACCA, CPA or Master's degree or equivalent in Education, Finance, or a related field</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>✓ 3-5 Years' experience with overseeing a scholarships and financial aid preferably in an academic environment</li> <li>✓ Experience and ability to assist and relate to individuals from diverse cultural backgrounds</li> <li>✓ Knowledge and experience of developing and implementing financial aid protocol and procedures</li> <li>✓ Experience using student information systems (PeopleSoft experience a plus)</li> </ul>

<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Analytical Skills	High
2.	Computer Skills	High
3.	Communication Skills	High
4.	Attention to Details	High
5.	Tech Savvy	Medium
6.	Conflict Resolution Skills	High
7.	English Language Skills	High