



Job Description

Position Title	Assistant Manager
Department	Office of Student Finance
Reporting To	Manager, Office of Student Finance
Type of Position	Full Time

POSITION DESCRIPTION

The candidate will be responsible to maintain and keep accurate and updated record of Scholarship and Financial Aid (SAFA) awarded to students and maintain & record changes as per policy. The candidate will also be responsible to process students' all financial aid related documents in time for Loan, Grant and any other financial aid related matters in close coordination with University's departments and third parties like bank and other institutes.

DUTIES AND RESPONSIBILITIES

SAFA in Admission process

- ✓ Liaise with Admissions department and maintain accurate and updated details of SAFA forms submitted by applicants at the time of admission.
- ✓ Review and check the details and documents provided in SAFA forms submitted by applicants and get all the required documents completed.
- ✓ To provide SAFA forms for Financial Aid Committee review & recording of decisions and get final SAFA allocation sheet signed based on decisions.
- ✓ To prepare proper individual records of all the students who got admission.

Scholarship & Financial Aid review of regular students

- ✓ Maintain each and every student's proper SAFA semester-wise record and keep any interim changes accordingly.
- ✓ Liaise with Registrar Office (RO) and process achievement scholarships on timely basis and update the changes in SAFA records.
- ✓ Liaise with RO and review all students' academic performance before start of every semester and process SAFA warnings, revocations and restorations. Issue letters as per calendar and update all the records accordingly and communicate to relevant departments.

Financial Aid for regular students

- ✓ Review and check Financial Aid cases of existing students and present to Financial Aid Committee for decision, record the decision and get appropriate changes in all records.
- ✓ Initiate and process students' all Financial Aid related documents for Grant, Loan and any other Financial Aid.
- ✓ Compilation and gathering of data for submission for Grant/Financial Aid from Government / Private Institution(s).

Student Loan (part of Financial Aid) Process

- ✓ Compilation of data for student loan and prepare the sheet for loan processing.
- ✓ Compilation of relevant student documentation, take loan applications and other required documents from students and send to bank at the start of academic year.

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- ✓ Close coordination with bank for loan processing and get the accurate loan offer letters of students from bank.
- ✓ Process loan offer letters received from bank after taking relevant signatures from students and get the loan disbursed.
- ✓ Timely payments of all bank charges related to loan processing.

Other regular / special tasks

- ✓ Students' clearance process for convocation / withdrawal.
- ✓ Reconciliation of students' record and update in PeopleSoft Student Financials module.
- ✓ Preparation / modification of policies for Student Finance activities.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ MBA, ACCA / CMA / CA part qualified
Required Experience	<ul style="list-style-type: none"> ✓ 3-5 years of experience in relevant field. ✓ Preferably have worked on PeopleSoft Student Financials module or any other Oracle based software.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Attention to Details	High
2.	Teamwork	High
3.	Communication Skills	Medium
4.	Microsoft Office (Excel & Word)	High
5.	Planning & organizational skills	High
6.	PeopleSoft (Oracle)	Medium

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