



Job Description

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

POSITION DESCRIPTION

The candidate will assist Assistant Manager 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 assist in processing students' all financial aid related documents in time for Loan, Grant and any other financial aid related matters.

DUTIES AND RESPONSIBILITIES

- ✓ Properly record details of SAFA forms submitted by applicants at the time of admission.
- ✓ Check the details and documents provided in SAFA forms by applicants, identify incomplete documents / discrepancies and get all the required documents completed.
- ✓ Segregation and compilation of required forms for Financial Aid Committee review.
- ✓ Filing of selected applicants of every new intake batch documents in students' individual record.
- ✓ Assist in issuance of SAFA warning, revocations and restorations letters as per policy.
- ✓ Assist in processing students' all Financial Aid related documents for Grant, Loan and any other Financial Aid.
- ✓ Assist in compilation and gathering of data for submission for Grant/Financial Aid from Government / Private Institution(s).
- ✓ Assist in compilation of data for student loan and prepare the sheet for loan processing.
- ✓ Assist in compilation of relevant student documentation, take loan applications and other required documents from students and send to bank at the start of academic year.
- ✓ Preparation of reports for management required for time to time.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation and/or Masters
Required Experience	✓ 3-4 Year experience in relevant field.

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Attention to Details	High
2.	Teamwork	Medium
3.	Communication Skills	Low
4.	Microsoft Office (Excel & Word)	High
5.	Planning & organizational skills	High

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