



### Job Description

Position Title	Intern
Department	Office of Student Finance
Reporting To	Manager, Office of Student Finance
Type of Position	Contractual

#### **POSITION DESCRIPTION**

To assist manager student finance in segregation and compilation of heap of old documents, update students feedback on fee receivable record by making phone calls, sending emails and filing of students related documents and fee vouchers.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Review and segregation and compilation of heap of old documents.
- ✓ Properly file all documents in students' individual files.
- ✓ Properly file fee vouchers in office record.
- ✓ Filing of students related documents in students' individual record.
- ✓ Update students feedback on fee receivable record by making phone calls and via email correspondence.

#### **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)**

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

Revision Date		Version	
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