



جامعة الأمير محمد بن فهد الأهلية
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Job Title

Financial Aid Officer

Job Description

- o Manages assigned program/scholarship/fund day to day operation; monitors program performance and compliance with established policies and procedures; update any changes or enhancements.
- o Prepares and analyze reports and makes presentations to students, faculty and staff.
- o Collect and analyze student official documentations, conduct student interviews and makes objectives recommendations.
- o Deal effectively with a wide range of students.
- o Continuous improvement of departments' functions including streamlining tasks and developing efficiencies.
- o Develops systems with effective use of information technology, including databases and spreadsheets, necessary to track and streamline processes.

Qualifications

- o University Degree in a related specialization
- o Good organizational skills
- o Relevant experience, preferably in a university setting
- o Strong communication skills