



# جامعة الأمير محمد بن فهد الأهلية

## PRINCE MOHAMMAD BIN FAHD UNIVERSITY

### **Job Title**

### **Financial Aid Officer**

### **Job Description**

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

### **Qualifications**

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