



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Job Title

Financial Aid Manager

Job Description

- Under the supervision of the Director of Student Affairs, the Financial Aid Manager assists in providing leadership and management of available financial aid programs/funds/scholarships.
- Recommends, develops and implements policies and procedures responsive to changing program regulations.
- Responsible for the administration of financial aid policies, requirements and procedures.
- Creates action plans to implement improvements.
- Ensures the security of financial aid applications, documents, and systems.
- Provides leadership, supervision, development, support and evaluation to the Financial Aid team to insure quality control.
- Maintains close working relationships with other university departments
- Assists in planning and developing institutional strategies that encourage student access and retention.
- Responsible for the administration and reconciliation of Financial Aid programs in coordination with Administration, Finance etc...
- Provides direct service to students by advising students and families in situations which can not be resolved by counseling staff, including complaint resolution.
- Performs other job-related duties and special projects as assigned.
- Analyze situation and take corrective action; effectively use information and web-based applications; assume responsibility and initiative to prioritize emerging issues, handle concurrent objectives and meet deadlines; and establish and maintain effective working relationships within a diverse academic environment.