

POSITION ANNOUNCEMENT

JOB TITLE	FINANCIAL AID ASSISTANT I
TYPE OF VACANCY	STAFF
REPORTS TO	DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS
DEPARTMENT	FINANCIAL AID & SCHOLARSHIPS
SUMMARY: <p>The Financial Aid Assistant I will perform routine clerical and administrative duties required for the smooth operation of the Financial Aid and Scholarships Department. The duties include but are not limited to preparing documents, organizing files, scheduling scholarship committee meetings, and communicating with financial aid stakeholders. The successful candidate will be a team player who can be an initiator and work independently when required, have exceptional organizational and customer service skills and be able to multitask, exercise sound judgment, manage time-sensitive and confidential matters.</p>	
DUTIES & RESPONSIBILITIES: <ul style="list-style-type: none"> ➤ Be the first point of contact and support for internal and external customers; ➤ Prepare and disseminate written communication (offer letters for successful private award candidates, emails, minutes, reports policies & procedures etc.) accurately and in a timely manner; ➤ Maintain well organized digital filing system for active and inactive files related to private awards; ➤ Analyze data and create statistical reports as required for private awards; ➤ Run Queries and collect data in Argos and Banner; ➤ Disbursement of awards, stipends and scholarships; ➤ Adjust student's accounts where necessary; ➤ Assist with and support special projects assigned by the Director; ➤ Answer telephone and electronic enquires; ➤ Keep track of donor accounts; ➤ Liaise with the Division of Institutional Advancement and Alumni Affairs and Business Office regarding scholarships and the accuracy of their respective accounts; ➤ Generate reports on an as needed basis (i.e. spreadsheet(s) for applicants processed, annual report, etc). 	

POSITION ANNOUNCEMENT

KNOWLEDGE, SKILLS & ABILITIES:

- Proficiency in Microsoft Office (Word, Excel and PowerPoint),
- Excellent written and verbal communications skills,
- Attention to detail and problem - solving skills,
- Organizational and Time management skills with the ability to multi-task,
- Ability to work in a team,
- Financial Aid experience and knowledge of Banner software preferred.

QUALIFICATIONS:

- Bachelor's Degree or the equivalent with no work experience, OR
- An Associate Degree in relevant area with ten (10) years work experience.

Email Information:

Interested applicants should send the following via email:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- At least three (3) names of or 3 written professional references;
- Evidence of educational accomplishments.

Incomplete application packages will not be considered.

Emailing Address:

Email: hrapply@ub.edu.bs
 Attention: Vice President, Human Resources
 Subject: **Financial Aid Assistant I**

Salary Grade

AS-1

Date Published

April 2, 2024

Application End Date

Until Position Is Filled

Date to be Removed

Until Position Is Filled

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Financial Aid Assistant I.