

POSITION ANNOUNCEMENT

JOB TITLE	FINANCIAL AID ASSISTANT I
TYPE OF VACANCY	STAFF
REPORTS TO	DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS
DEPARTMENT	FINANCIAL AID & SCHOLARSHIP
<p>SUMMARY: The Financial Aid Assistant I will perform routine clerical and administrative duties required for the smooth operation of the Office of Financial Aid and Scholarships. The duties include but are not limited to preparing documents, answering electronic emails processing work study payments, assist with the Bahamas Government Tertiary Grant 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>	
<p>DUTIES & RESPONSIBILITIES:</p> <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 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; ➤ Assist with the Bahamas Government Tertiary Grant; ➤ Run queries and collect data in Argos and Banner; ➤ Adjust student's accounts where necessary; ➤ Assist with Bahamas Government Tertiary Grant Programme and Culinary and Hospitality Grant; ➤ Assist with and support special projects assigned by the Director; ➤ Responsible for the Paid Work Study Programme; ➤ Answer telephone and electronic enquires; ➤ Liaise with finance and department head regarding the paid work study programme. 	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> ➤ 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. 	

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- 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.

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written professional references

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade	AS-1
Date Published	April 9, 2025
Application End Date	April 22, 2025 or until filled
Date to be Removed	April 23, 2025

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.