

**Financial Aid Manager**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Financial Aid Manager will perform administrative and management support to the Director of Admissions and Financial Aid and to his/her teams.

**Reports to:**

Director of Admissions and Financial Aid

**Essential Duties:**

- Implement policies and procedures related to scholarships and financial aid
- Oversee the verification process and online portal for scholarships and financial aid
- Manage funds and quota
- Collaborate with other offices on campus to carry out its recruitment and retention efforts including the delivery, disbursement and record keeping
- Review financial aid applications and prepare proposals on the allocation
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner
- Support the management of the team budget, including planning and records keeping, financial matters related to the team, and track expenses for projects and prepare expense reports
- Other tasks assigned by the line manager
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

**Required Qualifications:**

- Candidate should possess at least an undergraduate degree. Graduate degree is preferred.
- 7+ years of experience in administrative and executive, or other related occupation. Working experience in Higher Education is highly preferable.
- Ability to resolve complex administrative problems independently.
- Excellent organizational skills and excellent problem-solving ability.
- Strong communication and relationship building skills are essential.
- Strong command of both written and spoken English and Chinese.

- Must have good skills in Microsoft Word, Excel, and PowerPoint. Willingness to learn new software is preferable.
- Ability to work within a team environment.