

**Financial Aid Coordinator/Assistant**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Financial Aid Coordinator/Assistant 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:**

- Manage and coordinate daily administrative work of Financial Aid team with both internal and external executives and assistants
- Perform diverse scheduling, calendar management, travel arrangements, event planning, translation and interpretation, and coordinating complex tasks
- Prepare, review and summarize various financial aid reports and documents, draft background documents, incoming and outgoing communication as necessary, and maintain the archive of records and files for the team
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner
- Receive and interact with incoming visitors, answer phone calls and respond to emails from applicants and partner organizations
- Maintain the financial aid email account to answer external admission inquiry calls and emails
- 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.
- 2+ years of experience in administrative and executive, or other related occupation. An aptitude for

performing administrative tasks desired.

- 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.