

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: School Administrative Assistant- Finance and Evening Administration
Department: School of Humanities and Social Sciences
Reporting to: School Administrator

Basic job summary:

The job holder will be responsible for handling debts, reconciling student accounts and liaising with the Credit control office in settling CoCs, refunds in line with the University's Policies, Accounting Standards and Best Practice while assisting in other admin duties.

Duties & Responsibilities:

1. Maintain detailed fee structures for each cohort and programs including masters in collaboration with credit control office.
2. Invoice the students in the fourth week of every semester for both undergraduate and masters' programs and reconcile the amount invoiced during the semester and compare with the expected amount, taking note of retakes, repeats, fee penalties, instalment charges etc, communicate any changes to the student, credit control and make the necessary corrections in collaboration with the credit control office.
3. Prepare Pro-Forma Invoices in collaboration with credit control office on students, parent/ guardian need basis and address any students and or parent/ guardian queries pertaining school fees, payment plans etc.
4. Monitor school fees payments and execute debt collection strategies agreed upon in the school, i.e., collection of IDs, calls parents/students, following up on the payment plans and initiating the necessary penalties for late payments.
5. Prepare quarterly reports to the school Management Committee on the school fees debtors status for the school.
6. Support the school manager with scholarship and financial aid interviews in collaboration with the Financial Aid Office.



7. Follow up on annual fee rebates, pending students in the system and non-performing financial-aid scholars at the end of each academic year and advise on who should be warned and/or discontinued.
8. Attend to queries and correspondence regarding general information on SHSS units for evening courses and verification of claims for lecturers online
9. Managing students' issues and promptly inform the Dean or Manager whenever academic irregularities are observed.
10. Induction of new staff members on administrative issues e.g. AMS, e-learning, claim forms, etc.
11. Assessment of Lecturers with course evaluation, attendance, punctuality and performance of lecturers and reporting of anomalies.
12. Any other administrative duties assigned by the manager

Minimum Academic Qualifications:

- A minimum of a Bachelor's Degree in a business related field

Experience:

- At least two years administration experience in a University set-up

Competencies and Attributes

- Good people skills,
- Good Communication skills,
- Strong analytical skills,
- Attention to details.
- A team player.

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**)



PEOPLE & CULTURE ANNOUNCEMENT



Strathmore
UNIVERSITY

quoting “*School Administrative Assistant- Finance and Evening Administration*” on the subject line to recruitment@strathmore.edu by **22nd April 2024**.

Due to the large number of applications we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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