

UFE IS RECRUITING ITS FINANCIAL AID OFFICER

UNIVERSITÉ FRANÇAISE D'ÉGYPTÉ

Founded in 2002, Université Française d'Égypte (UFE) is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders. A promise to receive unparalleled high-quality educational programs, a solid integration into the job market, and a dedication to securing a professional future. The hub of French higher education in Egypt, UFE offers a multicultural experience, providing degrees from renowned French universities accredited by France's Ministry of Higher Education and Research.

With tremendous support from both the Egyptian and French governments, UFE is ready to move to a new campus with a total area that exceeds thirty Fidan. The top-notch campus, with its superb design, is expected to receive students starting in the academic year 2026-2027, which will be a paradigm shift in UFE's educational and student life offerings alike.

THE POSITION

The Financial Aid Officer is responsible for administering the University's financial aid and scholarship programs by ensuring that applications are processed accurately, fairly, and in accordance with the University's policies and approved scholarship regulations. The role supports prospective and current students by providing guidance on available financial assistance while maintaining the highest standards of confidentiality, accuracy, and customer service.

Key Responsibilities

- Review and process financial aid and scholarship applications in accordance with university policies and eligibility criteria.
- Verify supporting documents and maintaining accurate and confidential student records.
- Advise prospective and current students on financial aid and scholarship opportunities, application requirements, and deadlines.
- Coordinate with Admissions, Finance, Registrar, Student Affairs, and other departments to ensure the timely administration of financial aid programs.
- Prepare reports, statistics, and related documentation to support financial aid operations and decision-making.
- Ensure compliance with university policies and procedures and support internal and external audit requirements.



- Contribute to process improvements, student engagement activities, and perform other duties as assigned by the direct supervisor.

Education and Experience

- Bachelor's degree in business administration, Finance, Accounting, Economics, or a related discipline.
- Minimum of 2 years of relevant experience in financial aid, scholarships administration, admissions, student services, finance, or higher education administration.
- Previous experience within a university or higher education institution is highly preferred.

Profile Sought

- Excellent communication and interpersonal skills, with a strong customer service orientation.
- Analytical thinking and problem-solving skills, with high attention to detail and accuracy.
- Excellent command of written and spoken English; Arabic language proficiency is required; French is considered an advantage.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint); experience with Student Information Systems (SIS) or ERP platforms is an advantage.
- Ability to work with databases, spreadsheets, and reporting tools.

The application should include

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- The Cover letter and the CV should be submitted in English.

Any application that does not include all the documents listed above will be considered inadmissible and will not be reviewed.

For further information, please get in touch with Mr. Mohamed Okasha, HR Director

[\(hr@ufe.edu.eg\)](mailto:hr@ufe.edu.eg)

Applications should be sent to

presidence@ufe.edu.eg

hr@ufe.edu.eg

Application Deadline: 15 August 2026