

Student Service Assistant

	Published:	20.10.2026 15:26:00
Deadline:	09.11.2026 23:59:59	remained 19 days
Salary:	According to the	interview results
Work experience:	1-2 years of relevant	work experience.
Location:	Naryn	
Type of involvement:	full time	
Schedule:	from 8:30 to 17:30	



University of Central Asia

Address

125/1 Toktogul Street, Bishkek

Web

<http://www.ucentralasia.org>

Information

Common information

Purpose of the Role

The Student Service Assistant (SSA) will report to the Finance Officer or Senior Finance Officer and will work closely with all University staff. This vacancy is for a one-year service contract (potential to convert into a permanent position) and requires a stay in Naryn. The primary objective is to ensure addressing student inquiries, resolving issues, and maintaining a positive student customer service experience.

Why Join UCA?

- **Impactful Teaching and Research:** Contribute to an academic institution that is dedicated to fostering innovation and development in Central Asia and beyond.
- **Collaboration and Growth:** Be part of a diverse, interdisciplinary academic environment, with opportunities for collaboration and research across multiple fields of societal relevance.
- **Regional Leadership:** Lead the development of innovative solutions to regional challenges in climate adaptation, sustainable development, technology, data science, and digital policy.
- **Support for Female Scholars:** UCA is deeply committed to supporting all scholars in all fields, providing opportunities to further advance gender equity in academia.

Qualification requirements

Qualifications and Skills:

- University degree (finance, business administration, or related field preferred).

- 1-2 years of relevant work experience.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Proficiency in Russian and/or national languages; English is an advantage.
- Confident user of MS Office; experience with SAP or ERP systems is an advantage.
- Ability to manage multiple tasks and meet deadlines.

Duties

Main Duties and Responsibilities

- Monitor and process student fee, deposit, loan, exam, and accommodation payments in SAP and related systems.
- Prepare and issue invoices, fee certificates, financial aid letters, and other student finance documents.
- Support financial aid and loan processes by reviewing applications, collecting documents, and maintaining accurate records.
- Track student balances, debtors, and cash collections; coordinate with IT on account access based on payment status.
- Manage correspondence via student finance emails, responding to student and staff inquiries.
- Maintain organized records and files (OneDrive/Outlook) for cohorts, financial aid, and loan agreements.
- Support clearance checks for graduating students and ensure all balances are settled.
- Liaise with registrar, student life, payroll, and other offices to resolve finance-related student matters.
- Ensure compliance with university policies and confidentiality of student financial records.
- Perform other tasks as assigned by the supervisor.

Conditions

How to Apply:

Please submit your application (cover letter, CV and contact information of three references) on

<https://tinyurl.com/3cm7wujb> by 09 November 2026.

Applications will be reviewed when received. Early applications are strongly encouraged.

Review other job vacancies at: <https://ucentralasia.org/career-opportunities>

About company

The University of Central Asia (UCA) was founded in 2000 as a private, not for profit, secular university through an International Treaty signed by the Presidents of Kazakhstan, Kyrgyzstan and Tajikistan, and His Late Highness Prince Karim Aga Khan IV; ratified by their respective parliaments and registered with the United Nations. The Presidents are the Patrons of the University and His Highness Prince Rahim Aga Khan V is the Chancellor. UCA's mission is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognised standard of higher education and becoming a leading research university in the region and internationally. UCA brings with it the broader commitment and partnership of the Aga Khan Development Network. For more information: www.ucentralasia.org