SORBONNE UNIVERSITY ABU DHABI

We're looking for:

Position Title	Academic Coordinator
Department	Registrar
Job Code	HR/33-2020

Job Description

The Academic Coordinator role is to organize the work of specified Academic programs at Sorbonne University Abu Dhabi (SUAD) by providing support to students, faculty, and Visiting professors, in addition to providing general administrative support for academic departments, thereby ensuring the smooth running of the department and programs thereof. This position will support undergraduate/graduate programs taught within the specific Academic departments. This includes:

• Managing the Academic Programs: creating and updating courses catalog. Planning the timetables and classroom schedules, making changes and updating students when needed, preparing all teaching equipment, material and information as requested by faculty, and ensuring that appropriate staff are allocated to lectures and workshops. Ensuring and updating registration of students in courses using the student registration system; managing student attendance, in liaison with the Head of the concerned Departments and the Registrar Office. Coordinating assessments and exams. Entering of grades into grade management system and extracting student transcripts.

• Providing students with administrative support, which includes informing them of all requirements and updates, including those from other departments.

• Organizing all activities related to the academic teaching of Visiting Professors, Part-time teachers and permanent SUAD Faculty:

- Planning (coordination of travel and accommodation, collection of personal data).
- Support (welcome the Professors, provide support during stay);
- Conclusion (collection of teaching material, grades and other requested documents, follow-up the grading process, and verification of the mission to release the payment).

• Updating the academic database, keeping records for administrative purposes and answering governmental requests (e.g. CHEDS, Accreditation Committee)

• Liaising with all relevant departments in Paris and other local partners to ensure constant and consistent communication.

• Communicating with all relevant departments in SUAD to ensure access to required services (e.g. Finance, DTI, General Services, Communication, etc.)

• Coordinating additional educational activities as requested by faculty, such as external trips, guest speakers etc.

• Updating the university documents and guidelines with the details from relevant policies. Update processes and procedures and instructions relevant to above-mentioned department

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

SORBONNE UNIVERSITY ABU DHABI

We're looking for:

• **Minimum qualifications:**
Bachelor degree

• **Minimum experience:**

2 years Academic Support experience in the Education sector

• **Job-Specific Skills:**
- Knowledge of Microsoft Office
- Written and verbal communication skills
- Planning and organizing skills
- Interpersonal skills, ability to work in team as well as in autonomy
- Flexibility
- Ability to work under tight timeframes and without supervision
- Knowledge of Blackboard, Banner and/or Oracle
- Knowledge of the French Higher education system

Languages: French and English are mandatory. Arabic is a plus.

Conditions

NA

Grade

3 C

Package Details

TBC

How to apply	https://www.sorbonne.ae/careers/vacancies/
Application to be sent by	24/12/2020