



We're
looking for:

Position Title	Academic Coordinator - FLE Department (French as Foreign Language)
Department	Registrar
Job Code	HR H11

Job Description

- The coordinator-Academics' mission is to provide secretarial support to faculty and within the FLE Department.
- Conduct and prepare administrative work for the Head of the FLE Department.
- Open, date, sort and screen upcoming mail
- Organize Academic program timetables and classroom schedules
- Book rooms for the classes and the events of the Department
- Organize all activities related to academic assignments, examinations invigilates examinations when required, entering examination scores
- Maintain Department's calendar
- Checking absences and contact students, parents and sponsors if required
- Support faculty needs by scheduling teaching, research activities, internal and external meetings and conferences, preparing travel itineraries.
- Place book orders, order office supplies
- Prepare teaching equipment and student material,
- Respond to students and their families and assist as necessary
- Translate academic documents in French, English (and Arabic if possible)
- Liaise with other Departments.

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

Minimum Qualifications

- Bachelor's degree

Minimum Experience

- 2 years in academic support experience in the Higher education sector

Job Specific Skills

- Knowledge of Microsoft Office and Banner
- Written and verbal communication skills (French and English)

Conditions



We're
looking for:

NA

Grade

6

Package Details

- Basic salary: AED 6,500.00 – 11,700.00
- Accommodation Allowance
- Benefits

How to apply

Via PSUAD website

Application to be sent by

15th April 2018