



We're looking for:

Position Title	Officer - Administration
Department	Student Affairs
Job Code	HR H13

Job Description

Officer – Administration is responsible for providing administrative support to the Advising and Resources Section which supports activities for student success at Paris-Sorbonne University, Abu Dhabi (PSUAD). The responsibilities include:

- Assist with overseeing Student Counseling Office including scheduling appointments, organizing workshops to support student wellness, maintaining communication with counselors, etc.
- Assist with organization and follow up for campus wide peer mentor program including recruitment and training of peer mentors, scheduling meeting throughout the year, organizing workshops as needed, etc.
- Organize communication campaigns on regular basis to monitor student well being
- Assist with development and implementation of student success programs including but not limited to note taking, time management, leadership development, etc.
- Support students, when possible, with their application for postgraduate programs for international institutions.
- Assist with follow up for student involved in non-academic disciplinary issues
- Serve as a resource for students to assist with problem solving related to a variety of issues
- Assist overall department to coordinate team meetings, minutes of meetings and promotion of all Student Affair Department activities.

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

Qualifications:

- Bachelor's degree

Minimum Experience:

- 2 years' experience in a similar role, preferably in the Higher Education sector

Job-Specific Skills:

- Planning and organizing skills
- Knowledge of cultural, social and sport activities suitable for students in the local culture
- Administration skills



We're looking for:

- Excellent computer skills including proficiency with PowerPoint and excel
- Strong interpersonal skills and ability to work respectfully and effectively with diverse student populations
- Respect for confidentiality and ability to handle student information discreetly
- Previous experience preferred in event/program coordination and management
- Able to assist with annual report, evaluations and other required documentation
- Budget experience
- Ability to work a flexible schedule is required including occasional evening or weekend activities
- Languages: English & Arabic. French would be an added advantage

Conditions

NA

Grade

6

Package Details

- Basic Salary (AED 6,500 - AED 11,700)
- Accommodation Allowance
- Benefits

How to apply	Online Via PSUAD Website
Application to be sent by	01/05/2018