

We're looking for:

Position Title	Section Head - Admissions
Department	Registrar
Job Code	HR G22

Job Description

To manage the Admissions, Registration, Scheduling, Grading & Grades Release, Financial Aid & Scholarship functions, the degree audit process and the issuance of degrees certifications at Sorbonne University, Abu Dhabi (SUAD). The Section head is expected to plan and implement a smooth process to select the best candidates, register and enroll students on academic programs and apply the scholarship rules.

Key Accountabilities include:

- Supervise daily operations of the Admissions Section ensuring accuracy, reliability, efficiency and effectiveness.
- Manage the Admissions and Scholarships selection process for received applications ensuring timely and accurate notification to the applicant.
- Manage the scheduling and registration processes for SUAD students ensuring accuracy and complete records.
- Manage the degree audit process and the issuance of degrees certifications in coordination with Paris
- Prepare statistical reports for SUAD management for admissions, registration, scholarships and graduates
- Implement quality communication plans to keep students informed and updated on deadlines and key information on admission, registration, grading and graduation.
- Manage the student related data in the related systems insuring accuracy and data availability.
- Identify and implement continuous improvement in procedures for areas of responsibility in the Admissions Section.
- Supervise, develop, evaluate the support the admission's team

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

Minimum Qualifications:

- Bachelor's degree
- Master's degree preferred

Minimum Experience:

- 5 years Admissions & Registration experience with at least 1 year in a senior position in the Higher Education sector

We're looking for:

Job-Specific Skills:

- Knowledge of University Admissions, Registration, Financial Aid & Scholarship policies and procedures
- Knowledge of BANNER Student (Student Information System)
- Knowledge of the French and UAE Higher Education systems
- Management skills
- Financial awareness
- Proficient use of all Microsoft Office programs
- Languages: French plus either English or Arabic

Conditions

NA

Grade

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Package Details

- Basic Salary (AED 15,600 - AED 23,400)
- Accommodation Allowance
- Benefits

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

3 February 2019