

We're looking for:

Position Title	Officer - Administration
Department	Student Affairs
Job Code	HR I5

Job Description

Officer – Administration is responsible for providing administrative support to the Advising and Resources Section which supports activities for student success at Sorbonne University Abu Dhabi (SUAD). 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 and attending meetings throughout the year, organizing workshops as needed, etc.
- Organize communication campaigns in English and Arabic 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 Affairs Department activities.
- Perform other related duties or assignments as directed by the Line Manager.

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

Minimum 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
- Excellent computer skills including proficiency with PowerPoint and excel

We're looking for:

- Strong interpersonal skills and ability to work respectfully and effectively with diverse student populations
- Respect for confidentiality and ability to handle student information discreetly
- Able to work effectively with a diverse community of students
- 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

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

Application to be sent by

08-May-2019