

## We're looking for:

Position Title	Officer – Admissions
Department	Registrar
Job Code	HR I16

### Job Description

- Execute the process for the onboarding of new students including but not limited to: communication with candidates, collecting requirements, obtaining authorities approvals (Ex: visa applications, medical tests, Emirates IDs, Insurance formalities, etc.)
- Coordinate closely with other University departments such as Finance and Student Affairs to communicate and follow the applicable rules in regards to enrollment, attendance, payments.
- Conduct and complete the visa renewal process for enrolled students in a timely manner to avoid expiration and travel limitations.
- Manage the Medical Insurance of eligible students in a timely manner to avoid expiration, fines, or incidents for uncovered students.
- Prepare documents and electronic information for governmental purposes or other student requirements e.g. letters, documents, using word processing, database, and/or presentation software.
- Work with the Procurement and General Services Department on the necessary arrangements for students arrival and other logistical issues.
- Represent the University at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities and other significant departments in relation to visa and other student requirements.
- Coordinate and support the Admission and registration process at Sorbonne University Abu Dhabi (SUAD).
- Maintain an up to date student database to enable effective monitoring of the application process, collection of fees, facilitate communication in relation to students between divisions/departments.
- Follow department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

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

#### Minimum Qualifications:

Bachelor's degree

#### Minimum Experience:

- 1 year in customer service related job, preferably related to governmental processing and Higher Education sector

#### Job-Specific Skills:

- Customer Service Skills
- Knowledge of University Admissions policies and procedures

## We're looking for:

- Knowledge of the UAE government processes is an added advantage
- Administration skills
- Planning and organizing
- Proficient use of all Microsoft Office programs
- Languages: English, Arabic, and French.

### Conditions

NA

### Grade

6

### Package Details

- Monthly salary range (AED 18216 - AED 25500)
- Benefits

### How to apply

Via Sorbonne Abu Dhabi Website

### Application to be sent by

29/07/2019