

We're looking for:

Position Title	Academic Coordinator
Department	Registrar
Job Code	HR I25

Job Description

The Academic Coordinator role is to organize the work of specified Academic programs at Sorbonne University Abu Dhabi (SUAD) by providing support to students, faculty, and Professors on Assignments, in addition to providing general administrative support for academic departments, thereby ensuring the smooth running of the department and programs thereof. This position will support undergraduate/graduate programs taught within the specific Academic departments. This includes:

- Managing the Academic Programs: creating and updating courses catalog. Planning the timetables and classroom schedules, making changes and updating students when needed, preparing all teaching equipment, material and information as requested by faculty, and ensuring that appropriate staff are allocated to lectures and workshops. Ensuring and updating registration of students in courses using the student registration system; managing student attendance, in liaison with the Head of the concerned Departments and the Registrar Office. Coordinating assessments and exams. Entering of grades into grade management system and extracting student transcripts.
- Providing students with administrative support, which includes informing them of all requirements and updates, including those from other departments.
- Organizing all activities related to the academic teaching of Professors on Assignment, Part-time teachers and permanent SUAD Faculty:
 - Planning (coordination of travel and accommodation, collection of personal data, and ensuring contracts are prepared and signed where relevant).
 - Support (welcome the Professors, provide support during stay);
 - Conclusion (collection of teaching material, grades and exam subjects, follow-up the grading process, and verification of the mission to release the payment).
- Updating the academic database, keeping records for administrative purposes and answering governmental requests (e.g. CHEDS, Accreditation Committee)
- Liaising with all relevant departments in Paris and other local partners to ensure constant and consistent communication.
- Communicating with all relevant departments in SUAD to ensure access to required services (e.g. Finance, IT, General Services, Communication, etc.)
- Coordinating additional educational activities as requested by faculty staff, such as external trips, guest speakers etc.
- Updating the University policies, processes, standard operating procedures and instructions relevant to above-mentioned departments.

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

• **Minimum qualifications:**

Bachelor degree

• **Minimum experience:**

2 years Academic Support experience in the Higher Education sector

• **Job-Specific Skills:**

- Knowledge of Microsoft Office
- Written and verbal communication skills

We're looking for:

- Planning and organizing skills
 - Interpersonal skills, ability to work in team as well as in autonomy
 - Flexibility
 - Ability to work under tight timeframes and without supervision
 - Knowledge of Blackboard, Banner and/or Oracle
 - Knowledge of the French Higher education system
- Languages:** French and English are mandatory. Arabic is a plus.

Conditions

NA

Grade

6

Package Details

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

How to apply

<https://www.sorbonne.ae/careers/vacancies/>

Application to be sent by

14/11/2019