

We're looking for:

Position Title	Section Head – Advising and Resources
Department	Student Affairs
Job Code	HR/01-2020

Job Description

To manage the Advising and Resources section at SUAD by providing educational guidance and assistance to students by determining appropriate education solutions for the different caliber of students. Collaborate with the Academic Departments to follow through and track the advancement of students, promoting student success. Additionally, provide case management and assistance for at-risk students enabling them to make informed decisions concerning their educational goals.

Key Responsibilities:

- Assist the students to recognize and achieve their educational goals by recognizing their academic strengths consistent with their abilities and interests.
- Provides recommendations for continuous improvement to all academic services aiming at improving student life and decreasing the attrition rate.
- Develop, Implement and manage a team of senior students to work as “student mentors” assisting junior students facing challenges integrating into and succeeding in a university environment.
- Ensure a regular presence of students at the student center and supervise their work by providing formal and informal feedback to ensure that all work is carried out in an efficient manner and in accordance with set individual targets.
- Discuss and report the plans of the Advising and Resources section with the Head – Student Affairs to ensure alignment with SUAD’s strategy and inform requirements for the department’s budget.
- Investigate and resolve problems related to student conflicts, behavioral and legal issues, if any.
- When needed, guide students to the counselling services center ensuring respect of privacy and confidentiality.
- Ensure students are aware of the offerings from the Advising & Resources section through active counselling and guidance.
- Help to diffuse information regarding student job offers in collaboration with Career Centre team
- Liaise with the Registrar and other academic departments to propose tutorial additions or withdrawals as required.
- Works closely with professors and other university staff to stay up-to-date on program changes that could have an impact on student’s behavior.
- Establish and maintain relationships with external organizations in order to offer SUAD students with a variety of resources on and off campus to support their individual needs and academic studying.
- Build and maintain a network between SUAD students and other Universities operating in the UAE and internationally (e.g. Paris-Sorbonne and others) in order to build collaborations and share ideas to develop exchange programs.
- Act as a promoter for students making appropriate referrals for students perceived at-risk.
- Measure the quality, success and ensure regular review of the Advising and Resources section through the launch of student Satisfaction surveys and report the outcome to the Management to plan and implement further improvements

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

Minimum Qualifications:

- Preferred Master's degree in in relevant field psychology / Social studies
- 5 years' experience in a similar role, preferably in the Higher Education sector or in an environment related to student success.

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Job-Specific Skills:

- Strong communication skills
- Problem solving skills
- Relationship building skills
- Knowledge of cultural social aspects
- Professional secrecy
- Languages: English & Arabic. French would be an added advantage

Conditions

NA

Grade

NA

Package Details

NA

How to apply

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

Application to be sent by

10 Feb 2020