

## We're looking for:

Position Title	Officer-Administration
Department	Student Affairs
Job Code	HR/02-2020

### Job Description

Provide administrative support to the Advising and Resources section, which supports activities for student success at Sorbonne University, Abu Dhabi (SUAD).

#### Key Responsibilities:

- Assist with organization and follow up of Peer Mentor program including: identifying new peer mentors, recruiting mentees, oversee time sheets, coordinate logistics for Peer Mentor training programs.
- Supports varied communication activities with Peer Mentors via Social Media.
- Organize the schedule of tutors with students seeking tutorial support and maintain time sheets for the tutors.
- Respond daily to telephone and email enquiries related to Advising and Resources section
- Follow up daily on student issues and concerns related to assuring Student Success.
- Maintain a follow up of student healthcare with the SUAD Clinic nurses and doctors.
- Provide administrative support to the head of department such as filing and resolving a range of administrative problems and enquiries
- Prepare information to be uploaded onto the SUAD website in order to promote the Advising and Resources section.
- Assist in the design and development of leaflets to distribute to students promoting the Advising and Resources section for events and special deals with organizations, in collaboration with the Communications & Public Affairs department.
- Guide students in relation to selection of the cultural and social programs offered at SUAD to ensure they find activities that will support their well-being.
- Review and implement suggestions received from students if enough interest is expressed in order to meet their specific needs.

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

#### Minimum Qualifications:

- Preferred Bachelor's degree: psychology /in Social Studies

#### Minimum Experience:

- 2 years' experience in a similar role, preferably in the Higher Education sector

We're  
looking for:

**Job-Specific Skills:**

- Planning and organizing skills
- Knowledge of cultural, social and sport activities suitable for students in the local culture
- Administration skills
- Interpersonal skills
- Proficient use of all Microsoft Office programs
- Languages: English & Arabic. French would be an added advantage

**Conditions**

NA

**Grade**

**Package Details**

**How to apply**

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

**Application to be sent by**

10 Feb 2020