

We're looking for:

Position Title	Section Head – Student Events
Department	Student Affairs
Job Code	HR/27-2020

Job Description

To manage the Events section by identification, planning and implementation of cultural and social activities for students at Sorbonne University, Abu Dhabi (SUAD) in order to meet students' personal needs and provide a positive experience whilst studying at SUAD.

- Oversee the activities and work of Senior coordinator- Student Events 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 Student Events section with the Head – Student Affairs to ensure alignment with SUAD's strategy and inform requirements for the department's budget.
- Organize the Student Orientation week to welcome students and parents into SUAD ensuring that all students are adequately guided in relation to the academic and administrative departments.
- Facilitate students life and integration into SUAD and within the UAE community through tours, workshops and social events (recreation, medical, wellbeing and assistance in all kind of youth affairs, etc.)
- Manage the coordination, implementation and development of a SUAD cultural and social calendar for the upcoming academic year, ensuring a variety of events and activities are available to meet the needs, experience, interest and development of students
- Ensure all academics are well aware of the offerings from the Student events section through advance communication ensuring their support for student participation in the events.
- Ensure other departments (ex: communications, General Services, Finance, etc.) are kept up-to-date on all planned and proposed activities.
- Provide support to students to assist them in choosing appropriate activities which meet their personal needs in balance with their studies.
- Organize & coordinate summer French classes in France for students in coordination with educational bodies in France.
- Build a program to ensure student participation and recognition in 'Community service'.
- Create and oversee a SUAD Student Council, encouraging students to come up with initiatives and assisting them in their implementation according to the University's policy.
- Liaise with the academic departments to support requested cultural activities and events they wish to implement in order to facilitate educational and/or social development on the associated program.

We're looking for:

- Establish and maintain relationships with external organizations in order to offer SUAD students with a variety of cultural and social activities, sponsorship as well as resources to support their academic studying at the best rates.
- Work with the Head of Department and other university departments to identify and develop external funding sources to cover or contribute to the costs of student focussed events.
- 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 quality cultural and social offerings.
- Provide support to the Alumni office by providing assistance to their initiatives and assist in their implementation as required and directed by the Head-Student Affairs.
- Prepare and submit to the Head of department the annual budget for the Student Events section ensuring all event costs are included in the department's budget.
- Measure the quality success, and ensure regular review of the Student Events section through the launch of student satisfaction surveys and report the outcome to the Management to plan and implement further improvements.
- Implement and follow section policies, processes, standard operating procedures and instructions and ensures direct reports comply so that work is carried out in a controlled and consistent manner.
- Provides regular reports to the Management describing event participation details, costs and outcome.
- 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:

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

Job-Specific Skills:

- Planning and organizing skills
- Relationship building skills
- Leadership skills
- Knowledge of cultural and social activities suitable for students in line with the local culture
- Knowledge of Student Council
- Knowledge of Alumni management

We're
looking for:

Conditions

NA

Grade

TBC

Package Details

TBC

How to apply

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

Application to be sent by

15 October 2020