

We're looking for:

Position Title	Registrar
Department	Registrar
Job Code	HR/30-2020

Job Description

To lead, direct and develop the Registrar functions with respect to Student Recruitment, Admissions, Registrations, Scholarships and Sponsorships, Testing and examination and Coordination of the academic activities, ensuring timely and accurate processing of all the department activities.

Develop the Registrar strategy in collaboration with the Deputy Vice Chancellor - Academics, ensuring key initiatives are aligned to the University's strategic plan and communicated to the department's sections.

Provide leadership to the Registrar department by directing on the vision and mission of the department, to ensure that all direct reports are aware of what they are required to achieve and how they are performing against their objectives.

Manage the day-to-day operations of the department providing guidance, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards.

Develop direct reports through setting individual development objectives, reviewing performance and providing ongoing formal and informal feedback and appraisal in order to maximize subordinate and divisional performance.

Direct the plan and implementation of the Student Recruitment campaigns and events in order to attract the best candidates to SUAD.

Ensure the activities of the section are guided by the University's market research and monitor the impact on successful admissions.

Oversee the University's Admissions, ensuring timely and accurate processing of applications and continuous communication between SUAD and prospective students to maintain a positive impression and enhance registration figures.

As a member of the Admission committee, ensure appropriate admission decisions are made on behalf of SUAD.

Lead the students registrations process to make sure the timelines of this process are running smoothly and efficiently.

Direct the Scholarship and Sponsorship activities to ensure effective management of funds and support for high-performing students.

Manage the Testing/Examination function to ensure a timely and accurate process for assessing student coursework and exams in collaboration with Sorbonne Université and related partners and reporting results and providing degrees at SUAD.

Manage the invigilation of examinations when required, to ensure that exams are carried out according to the rules set out by the exam board; allow each candidate to sit the exam in the same conditions; and control cheating.

Ensure the compliance with the academic rules and regulations of Sorbonne University and the partner universities in France
Maintain accurate knowledge of the MOE rules and update the DVC-Academic on a regular basis on any change that might affect SUAD.

Contribute to the preparation of the divisional budget to ensure considerations of all operational expense in the overall budgeting.
Monitor the department's financial performance versus the set budget so that areas of unsatisfactory performance are identified and rectified promptly and potential performance improvement opportunities are capitalized upon.

We're looking for:

Develop and implement the Registrar department policies to ensure all relevant procedural/legislative requirements are fulfilled. Communicate the requirement of operational policies and procedures to direct reports and monitor their adherence so that work is carried out in a controlled manner.

Ensure that all departmental reports are prepared timely and accurately to meet University requirements, policies and standards. Perform other related duties or assignments as directed by the Line Manager

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

Minimum Qualifications:

- Master's degree

Minimum Experience:

- 8 years Registrar experience with at least 2-3 years in a management role in the Higher Education sector

Job-Specific Skills:

- Leadership skills
- Strategic planning skills
- Relationship building skills
- Communication skills
- Knowledge of SUAD branding
- Knowledge of standard concepts, practices, and procedures within University Registrar (UAE and international)
- Experience of Student Management System is mandatory
- Knowledge of the academic rules specific to partner universities in France
- Proficiency in two of the following languages: English, French, Arabic. Trilingualism would be an added value.
- Proficient use of all Microsoft Office programs

Conditions

NA

Grade

1 C

Package Details

TBC

How to apply

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

Application to be sent by

7 January 2021