

We're looking for:

Position Title	Section Head – Academic Activities
Department	Registrar
Job Code	HR/01-2021

Job Description

To lead academic activities and manage the coordination of exams. The Section head will be required to provide support to students, faculty members including Professors on Assignments (POA), and general administrative support for academic departments thereby ensuring smooth running of the department and programs thereof. Moreover, the section head will supervise and manage the exams, and related activities including grading.

Key Responsibilities:

- Support, monitor and coordinate the activities of Academic Coordinators to achieve the required level of accuracy and customer service through integrated procedures and communication plans
- Manage the Academic & Operational Calendar
- Supervise timetabling & Classrooms Schedule
- Supervise the Learning Management System (Blackboard LMS)
- Supervise the activities related to the Professor On Assignment (POA)
- Supervise exams activities including:
 - o Scheduling
 - o Registration
 - o Makeup exams
 - o Communications
 - o Grading
 - o Exams subject
 - o Exams Logistics
 - o Exam Hall Management
 - o Digital Exams Management
- Strategic supervision including policies creation and review, planning and budgeting
- Systems and Records supervision, including auditing data entry to different systems
- Maintain a well-organized record (digital and printed); including program curriculum, policies, course catalog, etc.
- Report on related activities and data as required
- Operational Supervision and support including leave planning, trainings, purchase requests (PR), and monitor the budget.

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

Minimum Qualifications:

- Bachelor's degree
- Master's degree is preferred

Minimum Experience:

- Minimum of 4 years' experience in higher education administration,

Job-Specific Skills:

- Knowledge of University testing/examination policies and procedures
- Knowledge of the French educational system and related applications
- Administration skills
- Planning and organizing skills
- Interpersonal and communication skills
- Flexibility
- Ability to work under tight timeframes without supervision
- Knowledge of blackboard, banner is preferred
- Proficient use of all Microsoft Office programs
- Languages: French and English are mandatory. Arabic is preferred.

Conditions

TBC

Grade

2 C

Package Details

TBC

How to apply

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

Application to be sent by

27 /01/2021