We're looking for:

Position Title	Section Head - Admissions
Department	Registrar
Job Code	HR-32-2022

Job Description

To manage the Admissions, Registration, Scheduling, Grading & Grades Release, Financial Aid & Scholarship functions, the degree audit process and the issuance of degrees certifications at Sorbonne University, Abu Dhabi (SUAD). The Section head is expected to plan and implement a smooth process to select the best candidates, register and enroll students on academic programs and apply the scholarship rules.

Key Accountabilities:

- Supervise the activities and work of direct reports 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 on the plans of the Admissions section with the Head – Registrar to ensure alignment with SUAD's strategy and inform requirements for the department's budget
- Ensure website brochures, forms and manual information related to the section are continuously updated
- Manage the review of received applications in order to conduct initial screening for relevant qualifications and/or financial support etc., in collaboration with the respective Director - Academic Program
- Ensure timely and accurate collation of application forms and supporting documentation for submission to the Financial Aid & Scholarship Committee for review and approval.
- Report offer/rejection decisions from the Admissions/Financial Aid/Scholarship Committee, ensuring timely and accurate notification to the applicant
- Ensure continuous communication at appropriate stages of the application process to keep the applicant informed
- Manage the registration and enrolment processes for PSUAD students, ensuring timely and accurate acceptance of offers from students and the required documentation to obtain access to PSUAD tuition and services
- Manage course registrations and verification of administrative registration on Apogee
- Establish the academic calendar at the end of academic year and circulate it.
- Ensure the timely and accurate preparation of statistical reports for PSUAD management to monitor performance and inform decision making, including the total number of applicants; successful applicants; enrolled students; and successful graduates etc.

- Oversee and supervise all scholarship funds received in order to develop and monitor the budget for financial aid and scholarship awards throughout the academic year

- Prepare reports for the Financial Aid & Scholarship Committee and PSUAD management in order to provide appropriate data to support decision making

- Supervise regular follow-up on financial aid students with Academic departments in order to monitor their performance, ensuring they are meeting the required standards

- Raise issues on poor performance with the Academic department in order to address issues and maintain financial aid, ensuring University guidelines are followed

- Ensure the timely preparation of reports documenting student progress for the Committees review and approval for continued financial support

- Develop content for the PSUAD website on admissions requirements and application processes for all PSUAD academic programs to ensure prospective students have access to the required information

- Ensure timely response to all students questions in relation to PSUAD's admissions and financial aid requirements and processes

- Oversee the student database to ensure effective monitoring of the application process, facilitate communication in relation to students between divisions/departments and support reporting of the student population and financial aid at SUAD

- Ensure liaison with the Academic departments to gain further insight into the calibre of students PSUAD are seeking for programs in order to support the application screening process and collaborate with Student Recruitment on admissions targets etc.

- Supervise liaisons with Finance with regards to the collection of student fees and management of financial aid and scholarships

- Coordinate with parent Universities in all matters related to Admissions

- Participate in the Financial Aid & Scholarship Committee in order to support decision making on offering applicants a place at the University and/or financial support

- Validate final grades

- Manage the degree audit process and issuance of degrees certifications and coordination with Paris

- Oversee departmental reports for own area of work as required in a timely and accurate manner to meet PSUAD and department requirements, policies and standards

- Write, Implement and follow department policies, processes, standard operating procedures and instructions and ensure direct reports comply so that work is carried out in a controlled and consistent manner

- 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
- Master's degree preferred

Minimum Experience:
- 5 years Admissions & Registration experience with at least 1 year in a senior position in the Higher Education sector

Job-Specific Skills:
- Knowledge of University Admissions, Registration, Financial Aid & Scholarship policies and procedures
- Knowledge of BANNER Student (Student Information System)
- Knowledge of the French and UAE Higher Education systems
- Management skills
- Financial awareness
- Proficient use of all Microsoft Office programs
- Languages: French plus either English or Arabic

Conditions

NA

Grade

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Package Details

NA

How to apply	https://www.sorbonne.ae/work-with-us/vacancies/
Application to be sent by	31st August 2022