

## We're looking for:

Position Title	Officer - Student Success and Wellbeing
Department	Student Success and Wellbeing- Student Affairs Department
Job Code	HR-PT-26-2023

### Job Description

#### Key Responsibilities:

- Provide guidance and support to students experiencing personal, social, or emotional difficulties affecting their academic performance.
- Develop and implement individualized student care plans, including referrals to appropriate resources.
- Respect the privacy and confidentiality of student cases.
- Work collaboratively with faculty, academic coordinator and staff to identify and address barriers to student success.
- Provide professional assistance to support students experiencing acute distress or crisis situations.
- Ensure proactive interventions to support those struggling with academic or social difficulties.
- Receive, investigate, and assist in resolve student complaints related to non-academic issues or any violations of the university's policies.
- Enforce the commitment and respect of the students to the university's code of conduct.
- Facilitate the resolution of conflicts between students and other members of the university community.
- Continuous update of the data related to all interventions, complaints, and investigations and prepare reports and surveys as needed.
- 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 in social work or psychology

#### Minimum Experience:

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

#### Job-Specific Skills:

- Planning and organizing skills
- Knowledge of cultural, social and wellbeing interventions.
- Administration skills
- Interpersonal, communication and negotiation skills
- Problem-solving skills.
- Proficient and professional-level use of all Microsoft Office programs
- Languages: English and Arabic. French would be an added advantage

## We're looking for:

### Conditions

Limited term contract (Part-Time)  
Candidate must have a valid UAE resident visa and medical health insurance.  
Contract will start at the Med of August

### Grade

Part-Time contract

### Package Details

NA

### How to apply

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

### Application Closing Date

06<sup>th</sup> July 2023