

## Academic Administrator

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Company: Jumeirah Group Dubai

Location: Dubai

Category: architecture-and-engineering

The job posting is outdated and position may be filled

**Responsibilities:**

- Organize exams logistics (printing, invigilation, contracts, seating plans, etc.)
- Create and prepare reports, agenda and supporting documents for Examination Board, Faculty, Disciplinary, Admissions and Scholarship Committee meetings and prepare the minutes after the meetings.
- Maintain the Student Information/Management Systems, record management system and produce letters to reflect the decisions of the Examination Board, Faculty, Disciplinary, Admissions and Committee meetings.
- Generate term reports and transcripts.
- Support admissions/enrolment related enquiries and applications.
- Complete cashiering and admissions related invoicing tasks alongside the Operations Department.
- Support the Registrar with the maintenance of the admissions/enrolment database and assist with the generation/circulation of regular admissions/enrolment reports
- Coordinate student life cycle activities, including on-boarding and off-boarding processes and facilitate the preparations for and attend all EAHM events.
- Maintain a comprehensive filing system ensuring that documents such as the catalogues, audit reports, student handbook, student files etc. and are easily accessible; ensure that official changes are tracked and documented.
- Constantly seek ways to improve processes within the academic administration and registry department to ensure more effective and efficient service to the students and faculty.

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