

Academic Coordinator Jobs In Abu Dhabi | Reap HR

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About the job

We are looking for an Academic coordinator for a School located in Al Ain, Abu Dhabi. To qualify for this role, you should have at least 1 – 3 years of experience in a similar role.

Requirement

Assess the academic and career needs of students.

Responsible for the maintenance of information on the advising website.

Interact positively with staff, students and parents.

Organize information sessions, collect advisor bios, oversee the student adviser selection process, and register students for sections.

Develop and implement an ongoing procedure and analysis for curriculum review, development, and/or revision as well as provide information needed for strategic planning.

Ensure college compliance with all accreditation and regulatory agencies.

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