

College Coordinator Jobs in Dubai | Ajman University

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Company: Ajman University

Location: , Ajman Emirate, United Arab Emirates

Category: other-general

Description:

Support, assist, and represent the College of Pharmacy and Health Sciences during admission. S/he will be in charge of serving students by providing information, responding to requests, answering inquiries, following up with students, and offering assistance.

Job Responsibilities:

Welcoming and assisting new students, parents, and guests that visit the Sheikh Zayed Center.

Liaising with the registration staff members, colleges, and other offices ensuring that student-related processes are correctly followed and accurate records are kept.

Obtains student information by answering telephone calls; verifying information.

Informs students by explaining procedures; answering questions; providing information.

Following up with students on missing documents

Following up with the newly admitted students for administrative and academic guidance.

Job Requirements:

Verbal communication skills

Phone etiquette skills

Active listening skills

Interpersonal skills

Customer-focused

Customer service skills

Attention to detail

Professionalism skills

Multi-tasking skills

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