

## Enrollment Supervisor

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Company: City University College Of Ajman

Location: ajman

Category: other-general

The job posting is outdated and position may be filled~ Deliver to campus constituencies with timely and accurate grade reports, verifications of student enrollments/degrees and enforces academic policies and procedures to students, faculty, staff, and parents.~ Conduct audit reports and other quality assurance checks to ensure accuracy of student records which includes examining credit hours, fees, reporting results to the Registrar.~ Ensure the security and protection of records from damage and unauthorized use. ?~ Manage the process for collecting transcript fees, including monitoring documentation, providing training, enforcing procedures~ Prepare reports of enrollment data, CHEDS, and others and facilitates the resolution of system related data discrepancies.~ Oversee registration services by developing and documenting policies and procedures, implementing and maintaining effective systems, to ensure academic policies and procedures are enforced and proper records are maintained.~ Oversee support services to students such as the processing of withdrawals, cancellations, instructor drops, prerequisite drops, and deleted sections with enrollment and assesses student satisfaction with registration services by examining registration trends

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