

Program Director

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Company: Sommet Education

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Program Director

Permanent contract /Abu Dhabi

Les Roches Global Hospitality Education, in the top 3 for Employer Reputation of Hospitality & Leisure Management graduates by the QS World University Ranking, is a brand of the Sommet Education Group. Founded in 1954, Les Roches is a private institution based on the Swiss model of experiential learning, offering undergraduate and graduate degrees in the fields of hospitality, tourism and event management. Les Roches prepares entrepreneurial and innovative graduates across a global network of campuses in Crans-Montana (Switzerland), Marbella (Spain) and Shanghai (China).

You share our values: Development, Distinctiveness, Joint commitment, Openness and Sense of service.

PhD or Master of Business Administration or equivalent degree with significant industry experience.

Demonstrated experience in managing and delivering UG and PG-level programs

Demonstrated project management skills and ability to operate autonomously

Several years of work experience preferably in the hospitality industry or in the field of education

Excellent verbal and written communication skills, and fluency in spoken and written English

Demonstrated ability to work with multicultural teams and in an international environment

Highly developed interpersonal and stakeholder management skills

Contribute, in collaboration with the Academic Dean and Faculty, to shape the curriculum and to review and develop delivery methods, assignments, student experience, analytics, and continuous improvement procedures.

Contribute, in collaboration with the Academic Dean, to the recruitment of industry partners to offer internship and graduate work opportunities for students.

Develop knowledge and expertise to continuously improve and enable the UG programs to be comparable and measurable against its program learning outcomes and graduate profile.

Ensure programs are running smoothly from a logistics and organizational point of view

Communicate effectively with key stakeholders, such as deans, program directors, program managers, program coordinators, faculty, and the academic administration

KEY PROCESSES

Organize and run key processes, such as collation and co-ordination of the pre-requisite capstone courses, Thesis, ABPs, Language Classes, online internship, and specialization selection with the students and liaison with the Faculty

Implement, manage, and execute the Internal Verification process of exams and assessments to ensure the quality of the assessment process

Chair the Unfair Practice committee and record the outcomes

Develop SOPs for the processes including the timelines and the processes – simulations between campus

STUDENT ACADEMIC EXPERIENCE

Work closely with the Academic Administration team to analyze grades, ensure clear and efficient student progression and communication, chair the progression/awards/post-resit panels

Participate in Induction week and orientation activities in collaboration with the Dean of Students and team

Schedule, attend, and minute regular meetings with the Class Reps, following up on actions and feeding back to the students

Provide student academic guidance and support mechanisms and liaise with the Academic Dean to enhance their learning experience, support student special study plans, and deal with student questions and queries.

Review the student absences process overview, implementation, follow-up, and action plans, meeting with students as appropriate and coordinating with the Student Affairs team as required for student engagement, retention, and success

Organize and follow up on student surveys and student feedback.

Conduct Exit interviews with students leaving the institution for academic reasons and report.

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