

Student services Officer

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Company: Fatima College Of Health Sciences

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

We are looking for a candidate who is passionate about student success and dedicated to providing exceptional support services.

Qualifications:

Bachelor's degree in related field.

Previous experience in student services or related roles is preferred.

Strong communication and interpersonal skills.

Excellent organizational and time-management abilities.

Ability to work independently as well as part of a team.

Proficiency in MS Office and student information systems.

Responsibilities:

Provide guidance and support to students on academic, personal, and administrative matters.

Assist students with course registration, scheduling, and academic planning.

Coordinate and organize student orientation programs and events.

Manage student records and ensure accuracy and confidentiality.

Respond to student inquiries via email, phone, and in-person meetings.

Collaborate with faculty and staff to address student concerns and facilitate solutions.

Assist in the development and implementation of student support programs.

Utilize IT skills and knowledge of platforms to maintain student databases and communication tools

To apply, please submit your resume and a cover letter outlining your qualifications and interest in the position.

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