

Student Office Coordinator



Contract: Full-time

Beginning: 01-03-2019

Location: SKEMA BUSINESS SCHOOL Raleigh, NC

SKEMA Business School:

SKEMA Business School is an EQUIS, AACSB and AMBA -accredited academic institution. SKEMA is one of Europe's fastest growing business schools. It currently operates on three continents with campuses in France (Sophia Antipolis, Lille and Paris), China (Suzhou), Brazil (Belo Horizonte) and the US (Raleigh NC campus).

The school offers a wide range of management programs, taught in English and in French, at Bachelor, Master and Doctoral levels, as well as Executive Education. More than 7000 students are currently enrolled in the school's programs worldwide. To train the talents of the future, SKEMA needs the skills of men and women who reflect the school's values: academic excellence, humanism and multiculturalism.

SKEMA offers enriching careers and opportunities for national and international mobility, so send us your resume!

Job Description:

- Assist students, lecturers, and proctors on campus
- Process incoming calls, e-mails, and student sites, in connection with the Student Office
- Collaborate with the Academic Director and the Student Office supervisor on the course calendar and professors' schedules
- Provide administrative support for the preparation and organization of student events and manage Orientation
- Log and report attendance data and student conduct violations
- Participate in degree boards
- Manage logistics for all programs (room reservation - composition of groups of students - dissemination of timetables - links between teachers / students)
- Organize exam sessions with Student Office supervisor, including scheduling proctors
- Maintain consistent student relations, accepting feedback and advising as necessary

Qualifications:

- Associate's or Bachelor's Degree
- Allowed to work in the US
- Prefer intermediary level French
- Proficient in Microsoft Office
- Experience in the higher education preferred
- Ability to work in a multi-cultural environment
- Experience with customer relations
- Effective communicate skills, written and oral
- Proactive, organized and efficient

To apply:

Send resume to Najette.oultas@skema.edu