

**JOB TITLE:** Admission and Registration Manager  
**LOCATION:** Doha, Qatar  
**DEPARTMENT NAME:** Admission and Registration  
**END DATE OF ADVERTISEMENT:** MAY 30, 2019

**COLLEGE/DEPARTMENT PROFILE:**

The College of the North Atlantic - Qatar is inviting applications for the position of Admission and Registration Manager in the Admission and Registration Department. Reporting to the Associate Vice President Student Affairs, must be a proven leader with the skills and expertise necessary to support the Admission and Registration Department in fully implementing the College's mission and vision.

**COLLEGE OF THE NORTH ATLANTIC - QATAR PROFILE:**

The beautiful and culturally progressive State of Qatar is home to the world-class post-secondary institution, College of the North Atlantic-Qatar (CNA-Q). Internationally recognized as a comprehensive technical college, CNA-Q is committed to high quality, student-centered education. This commitment is reflected through state-of-the-art facilities, accessible and responsive technology programs and strong partnerships with industry.

With more than 600 staff and 3,000 students, CNA-Q is one of Qatar's largest post-secondary institutions offering over 30 diploma programs through student-centred learning. By providing training in a range of technical areas including Engineering Technology, Health Sciences, Industrial Trades, Business Studies and Information Technology, CNA-Q brings the State closer to the goals of Qatar National Vision 2030.

**DUTIES & RESPONSIBILITIES:**

This position requires an energetic and enthusiastic individual who lead the planning, development and implementation of overall activities related to student recruitment, admission and enrollment, academic scheduling, testing center and student records, sponsorships and relevant statistical reports, in line with CNA-Q's strategic direction.

Candidates should have an outstanding record of industry experience in Admissions and Registration or related field, and possess the qualifications necessary to be successful in the role of Admission and Registration Manager. The successful candidate is responsible to contribute to the formulation of CNA-Q's strategy and lead the development and implementation of Admission and Registration business plan, and academic policies.

Candidates will oversee and lead the team in providing quality student service and maintain integrity of all student information systems, lead the development and maintenance of an accurate student database and the development CNAQ's academic schedule. Candidates will be responsible to lead the Admission and Registration Department to ensure timely and accurate capture of statistics and other reports.

The Admission and Registration Manager will collaborate with Schools and Departments to ensure classroom conditions meet the instructional requirements, oversee effective administration relating to the Testing Center and its activities and collaborate with academic and non-academic leaders to identify ways to improve services for students.

Candidates will provide professional development support and perform periodic performance reviews for direct subordinates to contribute to the development of employees and must have excellent organizational, leadership, decision-making, delegation and communications skills as well as the ability to act as a mentor to team members.

## **QUALIFICATIONS**

### **EDUCATION AND CERTIFICATIONS:**

- Bachelor's degree in Business Administration is required
- Master's degree in a relevant field is preferred

### **EXPERIENCE:**

- Minimum 10 years of relevant experience
- 2 years of managerial experience

### **LANGUAGE:**

- Fluency in written and spoken English language required
- Fluency in written and spoken Arabic language is preferred

### **OTHER REQUIRED SKILLS:**

- Highly motivated individual with strong leadership skills and a desire to achieve organizational success.
- Good understanding of enrollment processes from an educational institution.
- Demonstrates excellent attention to detail and analytical thinking and has the ability to analyse complex data.
- A proactive can-do attitude to work and good time management is essential. The candidate should have the ability to anticipate change and effectively manage quality and risk at all times. Effective resource management is essential.
- Commitment to positive relationship building and effective working relationships across all levels of the organisations is required.
- Knowledge of recruitment, admissions and registrations processing is required.
- Knowledge of service design and implementation and process design and efficiency is desirable.
- A commitment to ongoing training and continuous professional development is desirable.
- Candidates should demonstrate explanatory communication and interpersonal skills and fluency in English language is required, Arabic language is an asset.



**HOW TO APPLY:**

Applications should be submitted via our online application portal at <https://careers.cna-qatar.com/en/job-search-results/>.