

Registration, Senior Executive (UAE Nationals Only)
Hamdan Bin Mohammed Smart University

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Posted Aug. 11, 2025, set to expire Jan. 11, 2026

Job Title Registration, Senior Executive (UAE Nationals Only)
Department Registration, Senior Executive (UAE Nationals Only)
Institution Hamdan Bin Mohammed Smart University
Dubai Academic City, , United Arab Emirates

Date Posted Aug. 11, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Senior Executive Officer

Academic Field(s) Enrollment Management/Registrar

Job Website <https://www.hbmsu.ac.ae/about/employment/registration-senior-executive-uae-nationals-only>

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Job Description

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summary
Category

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Administrative Positions

Type

Full time

Description

The Registration Senior Executive is responsible of assuring accuracy of learner's records and ensure smooth running and execution of registration processes related to enrollment as per applied policies and procedures for the 4C's.

Main roles & responsibilities

- Ensure compliance with the University policies and regulation pertaining to learner's enrollment (Add / Drop, incomplete).
- Maintain continuous improvement in support of new and continuing learners' registration and related transactions, which includes, but not limited to course enrollment, add and drop, incompletes, Withdrawals, learner's clearance and applications for graduations for 4C's.
- Prepare and maintain the registration of training courses, workshops, diplomas and other in coordination with other stakeholders.
- Manage all Registrar Office announcement and news through HBMSU available communications channels.
- Maintain and process the creation of semesters offered courses reference number in the learner's management system.
- Maintain accurate learners' registration audit in compliance with applicable policies, laws and regulations for 4C's
- Issue training certificates for the 3C's.
- Communicate effectively with learners, instructional faculty, administrators, HBMSU departments, partner institutions, etc.

Required qualification & skills

Professional Experience:

Minimum of 3 years professional experience in a similar or related field/position Education and Academic

Qualifications

Bachelor's degree in Management/ Business Administration/ TQM / MIS / from an accredited university.

Knowledge, Skills & Abilities

- Excellent knowledge of MOE and university regulations, guidelines, and standards and ability to

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interpret and apply these.

- Ability to perform complex tasks and to prioritize multiple projects.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of computerized student information systems.
- Advanced knowledge and understanding of student enrollment management.
- Strong data and records management skills.
- Proficiency in PC skills.
- Excellent communication skills in both Arabic and English languages.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

United Arab Emirates