

Job Description of Academic Affairs Officers – International Campus, School of Medicine

General Overview:

The Academic Affairs Officer is responsible for executing and following up on all academic and student-related processes in accordance with approved protocols, bylaws, and educational regulations. This role includes planning, coordination, implementation, and support of students' academic activities, ensuring compliance with academic rules and procedures.

Detailed Responsibilities:

1. Management of Students' Academic Records:

- Ensuring proper registration of students each semester and course enrollment in accordance with the academic regulations.
- Managing academic files and transcripts, and reviewing course equivalencies and educational backgrounds.
- Monitoring non-attendance cases, academic probation, duration of studies, and other related processes, and taking necessary actions such as documentation, follow-up procedures, and notifying students.
- Processing and following up on student requests regarding transfer of major, university transfer, guest student status, academic leave, withdrawal, and expulsion, all within the regulatory framework and upon obtaining the required official approvals.

2. Academic Scheduling and Class/Exam Timetables:

- Receiving class and exam schedules from relevant authorities and sharing them with students in a timely manner.
- Coordinating with academic departments and other officers to ensure proper delivery of theoretical, practical, laboratory, clinical, and internship courses.
- Ensuring class sessions are held as scheduled, tracking student attendance, supporting exam administration, and coordinating educational sessions with student representatives.

3. Interdepartmental Collaboration for Process Optimization:

- Establishing timely, effective, and formal communication with related units (such as the Central Academic Affairs Office, IT Department, Virtual Education,

academic departments, and other educational officers) to ensure smooth academic and student-related processes.

4. Support in Evaluation and Grading Processes:

- Preparing and delivering student lists, grade forms, and relevant data to the Head of Education.
- Reporting and providing constructive feedback related to student interactions, classroom behavior, and observed ethical issues to the relevant authorities.
- Following up on unregistered grades and collecting them from departments to be submitted to the Head of Education for timely entry into the academic system.
- Assisting with midterm and final exam administration and managing the grade review process (student appeals) in accordance with regulations.

5. Academic Systems and Student Communication Management:

- Working with educational platforms such as the administrative automation system, SIPAD, and other university-approved platforms.
- Creating and managing student information groups on social media for disseminating urgent messages, notifications, and announcements.
- Ensuring accuracy and regular updating of students' academic data, including grades, absences, enrollment status, and academic standing.
- Timely submission of academic calendars, class and exam schedules, and academic regulations to the designated personnel for translation and upload on the faculty website.

6. Implementation of Educational Bylaws and Circulars:

- Strictly enforcing educational regulations and official directives issued by the Ministry of Health or Ministry of Science.
- Timely communication of new circulars and updates to students.
- Providing accurate and respectful responses to both in-person and remote student inquiries within the framework of institutional guidelines.

7. Evaluation and Monitoring of Educational Performance:

- Collaborating in the student evaluation of faculty members when needed.
- Collecting and analyzing educational statistics and feedback to contribute to process improvement strategies, to be submitted to the Senior Academic Officer for discussions with the Head of Academic Affairs and Dean.
- Reporting all student academic processes to the Head of Education for final decision-making.
- Reporting the performance and activities of the educational officers in a constructive and collaborative environment to identify challenges and enhance staff performance.

8. Support in Admission and Graduation Processes:

- Assisting in the initial registration of eligible students for the Comprehensive Pre-Internship Exam and participating in its administration and related course enrollments.
- Reviewing students' academic progress to ensure fulfillment of course requirements, prerequisites, and graduation criteria as per official regulations.
- Preparing documents and records necessary for the issuance of degrees and academic certificates.

9. Interdepartmental Communication and Coordination:

- Maintaining effective communication with the Vice Dean for Education, Central Academic Affairs Office, academic departments, virtual education unit, IT department, archive unit, and other relevant departments.
- Coordinating with cultural, research, and student affairs departments on areas of mutual responsibility.

10. Other Assigned Duties:

- Carrying out any other tasks assigned by the Head of Education or Vice Dean for Education within the scope of the official job description and organizational regulations.
- **Reporting to:** Head of Academic Affairs, International Campus, School of Medicine