europass

Tomaž Šnabl

Date of birth: 02/07/1991 | **Phone number:** (+386) 31759703 (Mobile) | **Email address:** tomaz.snabl@mfdps.si | **Website:** https://issbs.si/ |

Address: International School for Social and Business Studies, 3000, Celje, Slovenia (Work)

WORK EXPERIENCE

INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES (ISSBS / MFDPŠ) – CELJE, SLOVENIA

ASSISTANT MANAGER FOR EDUCATION / QUALITY ASSURANCE OFFICER – 01/08/2024 – CURRENT

- Coordination of processes within the Education Department and the Internal Quality Assurance System.
- Monitoring and analysing quality indicators, preparing annual self-evaluation reports and data analyses for internal and external evaluation (NAKVIS).
- Cooperation with the Commission for Quality and Evaluation and national quality assurance bodies (NAKVIS, ENQA/ESG framework).
- Preparation of institutional quality documentation (annual reports, improvement action plans, internal reviews).
- Implementation of procedures for student feedback, graduate surveys, and staff evaluations in line with ESG standards.
- Supporting accreditation and evaluation processes of study programmes, including coordination of evidence collection, analyses, and improvement proposals.
- Collaboration with external stakeholders, national agencies and international partners within the framework of the European Higher Education Area (EHEA).
- Contribution to strategic development and continuous improvement of study and administrative processes at ISSBS.

INTERNATIONAL SCHOOL FOR SOCIAL AND BUSINESS STUDIES (ISSBS / MFDPŠ) – CELJE, SLOVENIA

STUDENT OFFICE ADMINISTRATOR – 01/09/2022 – 30/06/2024

- Led admissions and enrolment procedures (first and higher-year entries, transitions), maintained complete student records from enrolment to graduation, and issued enrolment certificates and student ID cards, in accordance with national/eVŠ procedures and internal regulations.
- Operated Novis and eVŠ information systems; prepared and submitted mandatory data reports to the Ministry via eVŠ.
- Provided front-line academic advising to students (study administration, deadlines, evidence requirements) and supported tutoring/career-centre referrals as defined by institutional processes.
- Contributed operational inputs for quality monitoring (e.g., dissemination of student surveys, semester data updates, mobility documentation checks) and self-evaluation materials coordinated by the Education Department.

PÄDAGOGISCHE HOCHSCHULE KÄRNTEN – KLAGENFURT, AUSTRIA

INTERN – OFFICE FOR INTERNATIONAL AFFAIRS – 31/05/2020 – 01/07/2022

- Administrative support for international cooperation and Erasmus+ mobility (staff/students).
- Preparation of bilateral agreements and mobility documentation; support to incoming/outgoing participants.
- Organisation of international events (staff weeks, conferences); translations (EN–DE–SL)

EDUCATION AND TRAINING

30/09/2015 – CURRENT Maribor, Slovenia

MASTER'S DEGREE IN PEDAGOGY (IN PROGRESS) Faculty of Arts

30/09/2010 – 10/02/2015 Maribor

BA IN INTERLINGUAL STUDIES (GERMAN) & PEDAGOGY Faculty of Arts

Nemščina, Osnove gospodarskega prava, Elektronska prevajalska orodja in informacijski sistemi, Mednarodne organizacije, Metodologija

31/01/2016 – 09/06/2016
ERASMUS+ STUDY EXCHANGE University Wrocław

LANGUAGE SKILLS

Mother tongue(s): **SLOVENIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
GERMAN	C2	C2	C2	C2	C2
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

MS Office (Word PowerPoint Excel) | Poznavanje programa SDL Trados

PUBLICATIONS

Publications

Teacher Education, Sustainability and Development: Challenges, Issues, Solutions for Teaching in the 21st Century

CONFERENCES AND SEMINARS

Conferences and Trainings

Erasmus Staff Training – Lisbon, Portugal (2021)
Erasmus Staff Week – University of Las Palmas, Gran Canaria (2022)
MakeLearn & TIIM International Conference – ISSBS (member of organising/scientific committee)
Various national seminars in higher education management and quality assuranc

PROFILE

My profile

I would describe myself as a reliable and proactive persone with experience in higher education administration and quality assurance. I enjoy working in an academic environment where precision, organisation and communication come together to support students and teachers. My work focuses on coordinating study processes, analysing data and improving the quality of education in line with national and European standards. I value clarity, responsibility and teamwork, believing that genuine quality grows through cooperation and trust among colleagues.

INTERESTS

Interests

Quality assurance in higher education, internationalisation of study programmes, student engagement, and institutional development in the European Higher Education Area.