Records Coordinator

The American University in Dubai invites qualified applicants to apply for the position of **Records Coordinator**.

The fundamental responsibility of this position is to ensure the efficient and organized management of academic records, documents, and data. This position is responsible for maintaining accurate and up-to-date records, adhering to relevant regulations, and supporting the smooth operation of the Office of the Registrar.

Principle Responsibilities:

- *Record Management:*
  - Organize and maintain physical and electronic student records, ensuring they are accurate, complete, and up-to-date.
  - Create and manage a filing system for student records and other departmental documents.
- *Archiving:*
  - Periodically review records to identify documents that can be archived.
  - Develop and implement an archiving system to store historical records securely.
- *Data Entry:*
  - Accurately input and update student information in the student information system, including course registrations, grades, and personal details.
- *Compliance and Regulations:*
  - Ensure compliance with all university policies and relevant state and federal regulations regarding record-keeping and data protection.
  - Assist in maintaining confidentiality and security of student records.
- *Document Retrieval:*
  - Assist university staff, faculty, and students in retrieving necessary documents and records.
  - Respond to inquiries regarding records professionally and efficiently.
- *Quality Control:*
  - Review documents and records for accuracy and completeness, identifying and rectifying discrepancies when necessary.
- *Support Departmental Operations:*
  - Assist with special projects and initiatives within the Office of the Registrar as needed.
  - Provide administrative support, including answering phone calls, scheduling appointments, and managing office supplies.
- *Issuing University Identification Cards:*
  - Follow up with all new students to upload their pictures;
  - Issue Student and Faculty/Staff ID cards.
  - Issue Alumni Cards for all graduates
- *Print replacement cards for the missing or damaged ones.*

Competencies and Skills:

- Excellent written and oral communication skills
- Strong organizational skills and attention to detail
- Patience and the ability to work under pressure

Essential Qualifications:

- Computer proficiency
- Bachelor's degree

Desired Additional Qualifications:
- Office experience
- Arabic writing and speaking

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already resident and under sponsorship in Dubai.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

Please state the title of the position as the subject of the email)
- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury
Director of Human Resources
The American University in Dubai
P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.
While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.