

Housing Coordinator

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

Principal Responsibilities:

To provide support services that coordinates all aspects of student housing with the goal of offering a clean, safe, and well-maintained living-learning environment for resident students that enhances individual growth and development and serves students' needs.

Competencies and Skills Used:

- Comprehensive understanding of AUD
- Supervisory and Leadership Skills
- Knowledge of housing standards and practices for private UAE
- Excellent written and oral communication (including presentation skills).
- Effective time management skills
- Strong organizational skills and attention to detail
- Excellent listening and interpersonal skills and conflict resolution skills
- Intercultural competence
- Patience and ability to work well under pressure
- Ability to adhere to strict deadlines
- Ability to work collaborative with various campus constituencies
- Philosophy of student centeredness
- Sensitivity to the needs and concerns of a diverse group of students
- Creativity
- Willingness to grow professionally
- Strong public relations skills
- Willingness to help develop a vibrant culture of residence life
- Quality customer service
- Understanding of students in transition to university life

Essential Qualifications:

- Computer proficiency
- Administrative experience
- Bachelor's degree

Preferred Qualifications:

- Prior experience in student housing
- Arabic Speaker

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

This position is suitable for candidates already located 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.