

## **Study Abroad-Exchange Coordinator**

The American University in Dubai invites qualified applicants to apply for the position of ***Study Abroad-Exchange Coordinator (Part-Time Job)***.

The fundamental responsibility of this position is to increase the number of mutually beneficial international academic exchange programs, and visiting student programs with select international partnerships; support visiting faculty, scholar programs with academic departments and schools; and work with academic departments to establish academic pathway programs.

### **Principal Responsibilities:**

- Ensure the implementation of the Student Exchange policies and procedures.
- Plan, organize and direct Student Exchange activities to ensure that services are provided efficiently and effectively while maximizing user satisfaction and learning.
- Ensure effective evaluation and quality assurance and implement necessary developmental and corrective actions.
- Develop and implement student exchange and visiting program in line with the vision and mission of AUD and feedback from stakeholders.
- Facilitate and work with the President's Office to act as primary point-of-contact for approved visiting international groups and oversee activities in preparation for welcoming visiting groups.
- Help lead collaborative international program planning, development, and oversight of budgets.
- Coordinate and facilitate student/faculty agreements with selected foreign colleges and universities.
- Serve as point of contact in international institutions for study abroad student and alumni.
- Establish and maintain professional networks with related local, national and international organizations and agencies to support AUD in its student exchange programs.
- Help identify and implement best practices in international education and conduct program review and evaluation from this perspective.
- Oversee the development of AUD's study abroad and student exchange-visiting program materials, including various social media accounts, and maintain related repositories with current and accurate information in collaboration with Marketing and the academic schools.
- Create awareness and promote the student exchange program within AUD; educate students and applicants about program benefits and help prepare them for successful participation.
- In support of the strategic enrollment and globalization efforts, collaborate with AUD faculty and staff and ensure student exchange goals are incorporated within different activities as appropriate.
- Plan, organize, and monitor the operations of student exchange programs to ensure efficiency and world-class performance.
- Help evaluate the impact of study abroad and student exchange programs and adjust as necessary.
- Perform other tasks and duties that may be from time to time required in order to meet the requirements of the role and the aims of the University.

### **Essential Qualifications:**

- Bachelor's degree;
- Experience working with, preferably advising university/college students;
- Solid understanding of student needs and exchange programs;
- Computer proficiency/skills;
- Fluent in English; Arabic is preferred.

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](mailto: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.*