



## **Associate Director, Center for Executive Programs and Professional Services (CEPPS)**

Reports to Director, Center for Executive Programs and Professional Services (CEPPS)

### **Position Objective**

The Associate Director of CEPPS at the American University in Dubai (AUD) will support the development and execution of innovative, high-quality continuing education and professional development programs. The role will focus on fostering relationships with industry partners, enhancing program delivery, and ensuring alignment with AUD's mission to advance society through lifelong learning and professional excellence.

### **Principal Responsibilities**

#### *Program Development and Delivery:*

- Assist in designing and delivering professional development and executive education programs, including workshops, certifications, and custom training solutions.
- Ensure programs align with industry needs, trends, and best practices while maintaining AUD's commitment to academic excellence.

#### *Industry Partnerships and Outreach:*

- Build and maintain relationships with corporate, government, and community stakeholders to identify workforce development needs.
- Collaborate with partners to develop customized training solutions and secure sponsorships or grants.

#### *Operational Management:*

- Oversee the day-to-day operations of CEPPS programs, ensuring seamless execution of in-person, hybrid, and online offerings.

- Manage budgets, timelines, and resources to achieve program goals efficiently and effectively.

#### *Marketing and Recruitment:*

- Develop and implement marketing strategies to promote CEPPS programs to target audiences, including professionals, executives, and organizations.
- Collaborate with AUD's marketing and communications team to enhance program visibility through digital channels and community engagement.

#### *Quality Assurance and Evaluation:*

- Monitor and assess the quality and impact of CEPPS programs through participant feedback, outcome metrics, and continuous improvement initiatives.
- Ensure compliance with accreditation standards and maintain records of continuing education units and certifications.

#### *Team Collaboration and Supervision:*

- Work closely with the Director of CEPPS and other university departments to ensure program alignment with institutional goals.
- Provide guidance and support to administrative staff and instructors involved in program delivery.

#### *Innovation and Growth:*

- Identify emerging trends in executive education and professional development to expand CEPPS's portfolio of offerings.
- Explore opportunities to incorporate technology and innovative teaching methods to enhance learner experiences.

## **Preferred Qualifications**

- Master's degree in a relevant field such as Business Administration, Education, or Organizational Development
- At least 5 years of experience in executive education, professional development, or related fields, with demonstrated success in program design and delivery.
- Strong network within the corporate, government, or non-profit sectors in Dubai or the broader Gulf region

- Excellent project management, organizational, and communication skills
- Proficiency in digital tools and platforms for online and hybrid education.

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

Preference will be given to candidates who are already located in the UAE.

Interested applicants must submit the following required documents 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

*No telephone calls please.*

*While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.*