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| Dean of Student Affairs |
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| The Office of Student Affairs at the American University in Dubai invites applicants for the above-mentioned position.  The candidate will have the capability to:   * Troubleshoot, manage and resolve crisis situations and conflicts * Serve as the liaison between Student Services and the Office of Student Retention and Success * Prepare divisional reports, especially as they relate to accreditation * Develop policies, programs and services that promote learning, particularly outside the classroom * Engage in strategic planning in the areas of residence life, orientation, judicial affairs, athletics, health services and student activities * Offer new approaches and programs to respond to the changing and developing needs of students * Assess activities and initiatives of the Student Services Office with the end goal of continuous improvement within the divisions * Serve as chairperson for all student conduct council hearings and sit on all hearings related to violations of the AUD Honor Code and grade appeals * Coordinate, update and edit yearly the Student Handbook and office literature * Prepare, monitor and manage the yearly office budget * Select, train and supervise Student Services staff members (The position has seven direct reports.) * Represent the Student Services division by serving on university-wide committees as appropriate * Maintain membership in appropriate professional associations   Essential Qualifications:   * A graduate degree (preferably but not necessarily an earned doctorate) from an accredited university * 7+ years experience in education * Counseling skills * Supervisory experience * Computer skills * Organizational skills   Experience of working in a truly multicultural setting and adaptability and resourcefulness are definite musts. |
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Applications will be accepted and evaluated until this position is filled.

The 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.*