**Student Activities Coordinator**

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

The fundamental responsibility of this position is to develop and implement policies and procedures for student activities while advising, coordinating, and managing the Student Government Association, student clubs, and events. This individual is responsible for engaging students in various activities, programs and events to enhance and develop their leadership skills. The Student Activities Coordinator is tasked with developing a culture of engagement, which encourages students to be committed, active and enthusiastic about student life at AUD.

Principle Responsibilities:

* Coordinate and liaise with student clubs and organizations
* Coordinate aspects of the New Student and Visiting Student Orientation Programs, International Night, Gala, SGA Forum, SGA Elections, etc.
* Advise the Student Government Association, Study Abroad Mentors and student clubs
* Select, hire, and train orientation leaders, club officers, Study Abroad Mentors and SGA officers
* Organize and develop on and off campus extracurricular events for all students
* Evaluate the needs of students in relation to student activities on a yearly basis
* Devise and maintain a yearly student events calendar
* Register and maintain rosters of students participating in clubs and organizations
* Track individual and club participation in campus events and off campus events
* Manage and maintain the student activities budget
* Oversee the SGA Bookstore operations
* Update and monitor the student activities section of the AUD website
* Complete all reports required by the Office of Student Services
* Organize and chaperon student trips
* Develop and seek sponsorship for university events
* Maintain membership(s) in professional association(s)
* Other duties as assigned

Competencies and Skills Used:

* Comprehensive understanding of AUD
* Excellent written and oral communication (including presentation skills)
* Broad knowledge of the student activities environment in the UAE
* Strong time management, and organizational skills
* Excellent listening and interpersonal skills
* Intercultural competence and sensitivity to the needs/concerns of diverse students
* Ability to adhere to strict deadlines and work well under pressure
* Ability to work collaboratively with various campus constituencies
* Willingness to work flexible, irregular hours including nights and weekends
* Philosophy of student centeredness and creativity
* Strong public relations, event management and marketing skills
* Willingness to develop a vibrant culture of student life at AUD
* Understanding of students in transition to university life

Essential Qualifications:

* Event management and planning experience
* Computer proficiency
* Bachelor’s degree or above

Desired Additional Qualifications:

* Prior higher education, student affairs and/or student activities experience

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.*