

Dean of Student Affairs

The American University in Dubai invites qualified applicants to apply for the position of **Dean of Student Affairs**.

The fundamental responsibility of this position is to provide leadership to the Office of Student Affairs in support of the university's Mission and Purpose-related Goals.

Principal Responsibilities:

The Dean:

- Is an energetic, innovative and visionary leader who is committed to whole person student development.
- Works to enrich student personal, professional and academic life and supervises and manages the activities of all divisions of the Office of Student Affairs being:
- Athletics, Health Services, Personal Counseling, Residence Life, Student Activities, and Student Retention and Success among which Academic Advising, Academic Support, Career Counseling and Alumni Relations.
- Engage in active communication among different constituencies of the university to better manage retention of students
- Oversees administrative tasks related to the management of student retention and success such as revising all activities and support programs on quarterly basis to ensure relevancy, overseeing the preparation of all retention and success related reports and research
- Develops strategic goals and objectives that pertains to students' personal, professional and academic development.
- Is a strong advocate for students and sets divisional expectations to ensure that programs and services contribute to student learning and growth.
- Engages in institutional research related to Student Affairs and demonstrates strong interpersonal and communication skills that support shared decision-making and consensus building.
- Is committed to promoting the values of diversity, intercultural understanding and community engagement.
- Serve on university wide committees as appropriate
- 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
- Manage and help orchestrate high profile university events, annual awards Gala Dinner and term orientations
- Build strategic alliances with key market constituencies and enhance the university's job placement
- Manage and oversee the university's engagement with its alum and design strategic events that enhances their connection with their alma mater

OTHER RESPONSIBILITIES:

- Manage and resolve crises and conflicts
- Prepare regulatory and accreditation-related reports
- Develop policies, programs, and services that promote co-curricular learning
- Update and edit the Student Handbook and office literature on as-needed basis
- Prepare, propose and manage yearly the office budget
- Make administrative judgments related to position responsibilities
- Serve as the primary advocate for students
- Oversee the Student Affairs component of the AUD website
- Select, train, supervise and evaluate Student Affairs staff members
- Manage student leadership programs
- Maintain membership in appropriate professional associations

Competencies and Skills Used:

- Comprehensive understanding of AUD and its Mission
- Knowledge of AUD policies and procedures
- Effective time management skills and ability to multi-task
- Knowledge of learning support needs and programs
- Experience in counseling and student programs
- Strong organizational skills and attention to detail

- Competence in handling intercultural issues
- Patience and ability to work well under pressure
- Sense of customer service
- Strong communication skills
- Project management tools and experience
- Staff selection and supervision
- Office administration
- Strong managerial and consensus/team building and support skills
- Conflict resolution and problem solving
- Willingness to grow professionally
- Propensity to safeguard confidentiality

Essential Qualifications:

- Master's degree or earned doctorate, preferably from a US-based institution
- Significant experience in student affairs, preferably in the US and internationally
- Strong professional references
- Computer proficiency

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.

(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.