

Projects and Data Coordinator

The position plays a key role in supporting the mission of the Office of Institutional Effectiveness. The role is primarily responsible for assisting in the data collection and follow-up process, managing internal and external surveys, coordinating office projects, and liaising with internal stakeholders to ensure timely completion and submission of data and tasks. The position requires strong organizational skills, attention to detail, and effective communication to support the Director and Institutional Research Officer in fulfilling institutional research and accreditation requirements.

Principal Responsibilities:

Projects and Administrative Support:

- Assist the Director of Institutional Effectiveness in the coordination and implementation of ongoing projects, reports, and initiatives.
- Track project timelines, deliverables, and follow up with concerned units to ensure on-time completion.
- Maintain organized documentation of project files, survey schedules, and office communications.

Data and Survey Coordination:

- Coordinate the preparation, updating, and dissemination of institutional surveys under the direction of the Director.
- Manage follow-up communications with students, alumni, faculty, and staff to ensure timely survey responses and accurate data collection. This includes AUD surveys and the Ministry's surveys, to name a few: the GDS, the EWS, the ESS, and the SES.
- Track and increase survey participation rates and maintain survey distribution and response logs.
- Assist in documenting and updating the annual institutional surveys calendar.
- Cross-reference survey instruments to identify overlapping or repetitive questions, ensuring consistency in responses and enabling the university to streamline efforts by reusing validated data where applicable.

General Support:

- Provide administrative support to the Office of Institutional Effectiveness, including scheduling, document formatting, data entry, and archiving.
- Assist in gathering data for accreditation and institutional reporting, as needed.
- Support the Institutional Research Officer in basic data preparation and routine tasks (e.g., exporting data, organizing Excel sheets).
- Communicate with relevant university departments to gather required information and ensure data accuracy.
- Undertake other duties as assigned by the Director of Institutional Effectiveness.

Professional Development:

- Remain up to date with the latest best practices in institutional research through collaboration with local and international professional entities.
- Participate in professional development workshops

Competencies and Skills:

- Effective communication skills: interpersonal, written, and verbal.
- High attention to detail and commitment to accuracy.
- Ability to effectively communicate with external stakeholders, including students and alumni, to encourage engagement and increase survey participation rates.
- Strong skills and deep knowledge in creating cultures of institutional quality.
- Professional and ethical attitudes in working with all stakeholders and representing the University's mission.

Essential Qualifications:

- Bachelor's degree or higher from an accredited institution in educational evaluation and assessment or a closely related field.
- Minimum of 3 years of administrative or project coordination experience, preferably in a higher education or data-focused environment.
- Experience with survey coordination, data follow-up, or similar operational tasks.
- Commitment to handle and protect confidential materials

Preferred Qualifications:

- Experience at accredited institutions of higher learning with U.S. accreditation.
- Proficiency in English

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 for three (3) academic/professional references

*Please note that only shortlisted candidates will be contacted for the next stage of the selection process.
No phone inquiries, please.*