

## **Student Financial Affairs Coordinator**

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

The fundamental responsibility of this position is to support the daily activities of the Finance Office and assist students with respect to all aspects of their individual accounts with the university.

### **Principal Responsibilities:**

- Process and post accurately student transactions.
- Prepare student invoices when needed.
- Reply to student inquiries and correspondence in a timely manner.
- Assist students with interpretation of information on student accounts and related policies and procedures.
- Perform office clerical functions such as making copies, scanning and filing as needed.
- Prepare minutes of meetings.
- Assume miscellaneous projects as assigned.

### **Competencies and Skills Used:**

- Experience in customer service and problem solving.
- Excellent Verbal and written communication skills.
- Computer proficiency.
- Team and goal oriented.
- Ability to work well under pressure.

### **Essential Qualifications:**

- Experience in accounts receivable and customer service positions
- Bachelor's Degree from a western accredited university.
- Attention to detail

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

This position is suitable for those candidates already resident 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.*