

Alumni Relations Coordinator

The American University in Dubai invites qualified applicants to apply for the position of **Alumni Relations Coordinator**.

The fundamental responsibility of this position is to assist the office in achieving its goals through building and sustaining enduring relationships between the university and its alumni, with academic, corporate, and government entities that will help increase visibility and awareness of AUD while benefiting members of the university community, most notably the students and faculty.

Principal Responsibilities:

- Answer, sort out, respond, and follow-up on all queries about Alumnus.
- Act as point of contact for all AUD graduates while maintaining engagement from graduation onwards
- Collaborate with other offices/schools to develop programs/lectures/events that engage alumni through multiple channels be it academic, professional, or extra-curricular, among others.
- Maintain the update of the Alumni Placement Portal ensuring that the majority of its information is up to date on a yearly basis.
- Responsible for ongoing data collection and promotion of the Alumni news (success stories, legacies, appointments, etc.) on social media and website.
- Responsible for constantly managing and updating the Alumni webpage on AUD's website and all other social media platforms.
- Support the Office in all logistics related to the election and activation, and active performance of an Alumni Association.
- Responsible for conducting the Ministry of Education's Surveys related to alumni via phone calls and emails (GDS).
- Responsible for conducting the Alumni Survey and maintain its related reporting on an annual basis and reporting in an appropriate manner that serves accreditation and other reporting purposes.
- Responsible for sharing job announcements, competitions, and other opportunities targeted for alumni.
- Organize reunions and networking events for alumni members and overlook all related logistics.
- Design and Maintain the Alumni newsletter.
- Manage and update the Alumni inbox, Alumni Association Web page, LinkedIn, Instagram, and Facebook, and other platforms that are developed.
- Assist in preparing divisional reports as needed.
- Assist the office in career/alumni events.
- Other related duties as assigned.
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Competencies and Skills Used:

- Excellent verbal and written communication (including presentation) skills with an emphasis on translating concepts into compelling and easily understandable terms.
- Ability to represent AUD professionally and easily communicate its mission to outside forums, including but not limited to the press and recruiting public.
- Self-motivated and deadline-oriented, strong organizational skills and ability to prioritize.
- Ability to work as part of a team and to work well under pressure with minimum supervision.
- Comprehensive understanding of AUD programs.
- Possesses a strong aptitude for precise data collection and surveys.
- Possesses a passion for organizing and executing successful events and gatherings.
- Multitasking.

Essential Qualifications:

- Bachelor degree from a recognized, accredited university.

- Computer skills (thorough working knowledge of Windows; proficiency in word processing, PowerPoint presentations, Excel spreadsheets, and webpage management).
- Excellent organizational, project management, and implementation skills.
- Excellent customer service skills.
- Strong professional references.

Desired Additional Qualifications:

- Ability to read, write and speak Arabic.
- Familiarity with the UAE / Gulf business environment.
- Demonstrated ability to interpret and effectively use statistical data.

Applications will be accepted and evaluated until this position is filled. This position is particularly suitable for candidates who are already residents of 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, UAE

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.