

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 and coordinating, 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.

Principal Responsibilities:

- Coordinate the New Student and Visiting Student Orientation Programs, International Night, Gala, SGA Forum, SGA Elections, etc.
- Organize on and off campus extracurricular events for all students.
- Register and maintain rosters of students participating in clubs and organizations.
- Track individual and club participation in campus events and off campus events.
- 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.

Other duties as assigned such as:

- Process Co- Curricular Transcript requests.
- Events bookings location and set-up.
- Social media follow up on posts and to provide content to the social media coordinators especially scheduled posts.
- Schedule meetings: SGA, Clubs, Peer advisors.
- Send announcements emails/Messages/Notifications.
- Send weekly events to include it in the Student Affairs weekly calendar.
- Request for quotations.
- Follow up on deadlines.
- Assist and attend events.
- Follow-up on the preparation of each event.
- Assist in external events and activations.
- Clubs daily operations and requests.
- Handle Clubs continuous updates (advisors, members, logos).
- Organize SGA Townhalls and follow-up meetings with the Dean of Student Affairs and the President.
-
- Assist in the SGA team Elections process.
- Assist in the New and old Peer advisors Applications to form the team in Fall and Update it in the Spring.
- Assign Peer advisors for new students.
- Follow up on the Graduate SGA.

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:

- Bachelor's degree.
- Event coordination and planning experience.
- Excellent written and oral communication (including presentation skills).
- 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.
- Computer proficiency.

Preferred 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 candidates already located 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

No telephone calls please.

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