

Student Activities Coordinator

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

Position Overview

The Student Activities Coordinator plays a vital role in enhancing student life at AUD by developing and implementing student activities, advising the Student Government Association (SGA), coordinating student clubs, and planning university-wide events. This role fosters student engagement, leadership, and a strong sense of community.

This position also includes responsibilities specific to AUD's Summer Camp Program, including activity planning, logistics coordination, outreach for sponsorships and activations, and supervising student activity programs. Flexibility is essential, as the role requires occasional evening and weekend hours, particularly during the summer camp and other peak periods of student activity.

Principal Responsibilities

- Coordinate major university-wide events such as New Student and Visiting Student Orientation, International Night, Gala Dinner, SGA Forums, and SGA Elections.
- Organize and implement on- and off-campus extracurricular events and trips for students.
- Plan and coordinate activities and logistics for the annual AUD Summer Camp, including:
 - Designing engaging activities and workshops for participants.
 - Requesting quotations for campus activations and activities.
 - Securing sponsorships and partnerships with external organizations.
- Supervise and support evening and weekend student events, especially during the Summer Camp week and other peak student activity periods.
- Advise and support the SGA and student clubs in their daily operations, initiatives, and event planning.
- Maintain updated rosters of student club members and student organizations.
- Track individual and club participation in campus events.
- Manage the student activities section of the AUD website.
- Ensure timely submission of reports required by the Office of Student Services.
- Organize and chaperone student trips.

Administrative and Operational Duties

- Process Co-Curricular Transcript requests.
- Coordinate event booking logistics and space setup.
- Prepare and provide content for social media posts related to student activities.
- Schedule meetings for SGA, student clubs, and peer advisor teams.
- Draft and send campus-wide announcements and event notifications.
- Maintain and distribute the weekly Student Affairs events calendar.
- Request and follow up on quotations for student life events and services.
- Monitor event planning timelines and meet all deadlines.
- Assist with execution and follow-up for on- and off-campus activations and events.
- Manage club updates, including advisors, members, and branding.
- Organize SGA Townhalls and meetings with the Dean of Student Affairs and the President.
- Support the SGA election process and peer advisor recruitment each semester.
- Assign Peer Advisors to new students.
- Liaise with the Graduate SGA and provide necessary support.

Required Competencies and Skills

- Comprehensive understanding of student engagement in a university context.

- Excellent written, oral, and interpersonal communication skills.
- Strong event management, marketing, and public relations abilities.
- Proven ability to work under pressure and manage multiple projects simultaneously.
- Strong time management and organizational skills.
- Intercultural competence and sensitivity to diverse student populations.
- Creative and student-centered approach to programming.
- Proficiency in Microsoft Office and related digital tools.
- Willingness to work flexible hours, including evenings and weekends, as required.

Essential Qualifications

- Bachelor's degree.
- Experience in event coordination and student engagement.
- Excellent verbal and written communication skills.
- Ability to meet deadlines and work collaboratively with diverse stakeholders.
- Flexibility to work irregular hours during peak periods (e.g., summer camp, major events).
- Computer proficiency.

Preferred Qualifications

- Prior experience in higher education, student affairs, or student activities.

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.*