

## Human Resources Coordinator

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

The fundamental responsibility of this position is to facilitate processes of the Office of Human Resources in all operational functions. The Human Resources Coordinator reports directly to the Director of Human Resources. The successful candidate will start immediately.

### Principal Responsibilities:

- Facilitate the selection and recruitment process
- Advertise vacancies in various publications
- Compose employment contracts / letters
- Facilitate the orientation of new recruits
- Provide necessary communication and support to new hires
- Co-organize the relocation of new faculty / staff
- Coordinate with the visa officer / Onboarding of New Employees
- Maintain contact with external organizations
- Evaluate training needs for staff
- Develop training courses / outsource training providers
- Assist faculty and staff with their on-going HR-related concerns / activities
- Assist in producing reports and publications
- Coordinate between the Office of HR and other offices within the University
- Provide all employees with HR support and inform them on the policies and procedures
- Coordinate Employee Relations and Benefits
- Maintain employee absence records (vacation, sick days, business, etc.)
- Handle internal and external reports (KHDA, NAAB, etc....)
- Manage the Housing Agreements (Allocation, Lease Renewal, etc.)
- Handle the Health and Life Insurance Policies (Renewal, Bidding, Comparison of Policies, etc.)
- General Office Management
- Provide administrative assistance and support to the Director of Human Resources
- Maintain office files and filing system
- Other related duties as assigned

### Competencies and Skills Used:

- Excellent written and oral communication skills. Bilingual English / Arabic is preferable
- Ability to work under pressure handle challenging situations
- Patience and understanding
- Excellent organizational skills and attention to detail
- Ability to multitask
- Strong interpersonal skills

### Essential Qualifications:

- Bachelor's degree
- Customer focused, goal-oriented action
- Team player
- Previous HR experience
- Strong professional references

### Desired Additional Qualifications:

- Previous HR experience in an educational environment
- Master's degree

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

This position is suitable for those candidates already living 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.*