

## Personal Counselor

The American University in Dubai invites qualified applicants to apply for the position of **Personal Counselor**.

The fundamental responsibility of this position is to provide support, counseling and guidance to those students who are experiencing personal and psychological problems. The Personal Counselor identifies, diagnoses and provides support for students in need of counseling and refers students with severe psychological problems to mental health professionals in the area.

### *Principal Responsibilities:*

- Providing personal counseling and support.
- Referring students with severe psychological problems to psychiatrists and psychologists in the area.
- Conducting workshops on counseling related issues for students and staff.
- Meet on a regular basis with and provide appropriate support to Students of Determination

### *Competencies and Skills:*

- Applicant should have experience with Student of Determination cases and providing the appropriate academic support.
- Strong organizational and time and people management skills.
- Ability to handle multiple tasks simultaneously.
- Attention to details.
- Knowledge and application of counseling methodologies, interventions and resources.
- Computer proficiency.
- Exceptional written and oral communications skills.
- Patience and the ability to work well under pressure.
- Excellent follow-up skills.
- Outstanding listening and interpersonal skills.

### *Essential Qualifications:*

- Master's degree in Psychology or Counseling.
- Licensed in home country and the UAE. (Applicants without a UAE license CDA/DHA (County Development Authority) must initiate the process immediately and will be given 6-8 months to obtain the license).
- Arabic Speaker is a Plus.

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](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

*No telephone calls please.*

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