

## 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 of Student Affairs in achieving its goals through building and sustaining enduring relationships between the university and its alumni, and 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:

- To answer, sort out and respond to all queries pertaining to Alumnus.
- To act as point of contact for all AUD graduates initiating collaboration with AUD as assigned by supervisor.
- To assist in designing and managing an Alumni webpage and portal and to effectively follow up on Alumni inquiries.
- To maintain and further develop an active Alumni Portal.
- To maintain and manage Alumni Relations (including the setup and management of an interactive webpage on AUD's website, to maintain and update Alumni's contacts and relevant information constantly and act as the point of contact to all AUD Alumni).

### 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 in a professional manner 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
- 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

Applications will be accepted and evaluated until this position is filled. This position is suitable for those candidates already resident 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.*