Assistant Director for Student Life
RIT Dubai
Position Description

About RIT Dubai
RIT Dubai is a not-for-profit university located in Dubai, United Arab Emirates (UAE) and is affiliated with the Rochester Institute of Technology in Rochester, NY, USA. The university is fully accredited by the UAE Ministry of Higher Education and Scientific Research and is licensed in Dubai by the Knowledge and Human Development Authority (KHDA). Individual degree programs may also carry professional accreditations, such as the Association to Advance Collegiate Schools of Business (AACSB) for our business programs. RIT Dubai was established in 2008 to provide world-class educational programs in the UAE for students and professionals from across the globe. The vision of RIT Dubai is to be the premier provider of career-focused, technologically advanced education in the Middle East. RIT Dubai students are part of a new and exciting learning environment, one that is dedicated to the development of students’ competencies in engineering, business, information technology, service leadership, innovation, and entrepreneurship.

The Position
The Assistant Director for Student Life is responsible for coordinating student support services and a wide variety of programs designed to help students to not only succeed at RIT Dubai, but also help them gain a well-rounded, fulfilling, learning experience. The support services offered through the Office of Student Life include:

- Advising Student Government and clubs
- Managing residence life activities and housing assignments
- Coordinating student leadership activities
- Overseeing inter-collegiate and/or intramural athletics

The Office of Student Life also coordinates a number of co- and extra-curricular events, provides support to student organizations, assists students in need, and advocates on students’ behalf to the university administration. The office also administers student discipline in conjunction with the senior leadership of the university.

The ideal candidate will be a highly collaborative, creative leader with an ability to communicate broadly across the RIT Dubai community by cultivating and sustaining collegial relationships. The Assistant Director for Student Life will be successful in building unity around difficult issues; be an active listener, facilitator, convener, mediator, and coach. Most importantly, the Assistant Director for Student Life will work to instill a sense of pride for all students at RIT Dubai. More specifically, the incumbent should have:

- Demonstrated management skills in team-building, strategic planning, goal setting and financial management.
- A personal style that is professional, personable, and approachable.
- Ability to display an openness to risk, change, and criticism; a high degree of self-confidence and the ability to face challenges calmly;
• Proven ability to build relationships with members of all constituencies, including faculty and community partners.

• Excellent judgment, level-headedness, personal warmth, a can-do attitude, and resilience even in the face of criticism.

• The highest integrity and uncompromising standards of excellence.

• Cultural sensitivity and the ability to work within a diverse community. A commitment to the promotion of a campus culture that respects individuals and personal accountability.

• Demonstrated ability of written and verbal communication through reports, presentations, and publications.

Minimum Qualifications for the Position
Bachelor’s Degree and 4 years of relevant work experience in a secondary or post-secondary institution.

Preferred Qualifications
Master’s Degree in Student Personnel, Higher Education, Counseling, or related Field
Experience living and/or working outside of the United States

Application and Nomination
Please email your application to careersdubai@rit.edu. Please submit the following items as part of your application:

• The subject line of the email should include the job posting source, your name and the position you are applying for; eg: RIT Dubai website – Dr. John Smith – Assistant Director for Student Life

• Resume or curriculum vitae

• Contact information

• A cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements, and how these address the required and preferred qualifications for the position.

• Names, addresses and phone numbers of three references

A review of applications will commence immediately and continue until a candidate is found. Only shortlisted candidates will be contacted.

Important Note: RIT Dubai FZE is an independent, legal entity operating in the Dubai Silicon Oasis Free Zone in the Emirate of Dubai, in the United Arab Emirates. Applicants for this position must be willing to relocate to Dubai. The incumbent will be an employee of RIT Dubai and, therefore, subject to the laws and regulations established by the Emirate of Dubai and the United Arab Emirates, as well as the policies and procedures of RIT Dubai.