

JOB DESCRIPTION

PART-TIME EXECUTIVE EDUCATION TRAINER

JOB DETAILS			
Position Title:	Executive Education Trainer	Grade	
Department/Division:	Careers Services & Outreach		
Reports to:	Director		
Supervises:	None		
Last Updated on:	June 5, 2023		

Job Purpose

This position aims to design and deliver executive development and professional certification programs aimed at upgrading the skills required for career advancement and development of working professionals.

Main Duties and Responsibilities:

- Provide and develop trainings and workshops for cooperate clients and organizations.
- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the university.

Required Minimum Qualifications

- Certified SAS Trainer
- Bilingual speaker with fluency in English and Arabic
- 3-5 years of experience in training/coaching
- Excellent communication and interpersonal skills
- Advanced organizational, planning and multi-tasking skills
- Ability to represent the institute in a professional manner

APPLICATION PROCEDURE:

Please email your application to careersdubai@rit.edu and include the following items in your application:

- Subject line must include the source, your name and position you are applying for;
(Name – Executive Education Trainer)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.