JOB DESCRIPTION

DIRECTOR OF OUTREACH & COOPERATIVE EDUCATION

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<th>JOB DETAILS</th>
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<td>Position Title:</td>
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<td>Department/Division:</td>
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<td>Reports to:</td>
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Job Purpose

The Co-op and Career Services office at RIT Dubai is responsible for all services related to students’ job placement. This includes both Co-op (internship) and permanent job placement. The office is therefore responsible for all the coordination and communication with industrial partners as well as all related student preparation and training.

Co-Op and Career Services

- Account management of employer and corporate partner network, including but not limited to sourcing of co-ops, full time jobs and graduate internships, events’ invitations, facilitation of recruitment, follow up and communication while students are on co-op and other relevant tasks
- Point of contact for new employers, partners and any inquiries for RIT co-op and careers. Planning and attending external visits and meeting as needed
- Organizing and facilitating recruitment events including 2 career fairs, company days on campus, interview sessions, class visits and other relevant events
- Managing daily the co-op MIS systems, including the co-op registration process and relevant communication to faculty advisors
- Teaching of the Co-Op preparation courses for all majors
- Handling all student inquiries, attending department email account, phone calls and office hours
- Collaborating and communicating with faculty and academic advisors in Dubai as well as the counterparts in NY campus

Sponsorship Services

- Point of contact for all sponsors of RIT Dubai
- Reporting regularly and as needed on student progress
- Sponsorship point of contact with students
- Following up/updating sponsorship rules
Alumni Services
- Point of contact of Alumni in the region from all campuses
- Record and contacts keeping of RIT Dubai Alumni
- Communication with Alumni for events and other purposes
- Periodical surveys of alumni employment
- Communication of new jobs and graduate opportunities/candidate matching

Social Media
- Management of department web pages-content writing and updates
- Management and regular updates of social media pages
- Regular check of followers-invite alumni to follow us and expand network

Job Requirements:
- Relevant college degree with proven track record in management and leadership especially as it pertains to generating and maintaining industrial relationships. Master degree is a plus. Experience with student services is a plus.
- Technical Competencies: Microsoft Office: Word, PowerPoint, Outlook, Excel
- Interpersonal Competencies: Student-centered approach. Ability to multi-task and manage multiple projects simultaneously. Analytical Skills. Excellent English verbal and written communication skills.

Application Procedure
- Please email your resume & cover letter to careersdubai@rit.edu
- Subject line must include the source, your name and position you are applying for; e.g.: RIT Dubai website - <Your Name> - Director of Coop