

GRADUATE PROGRAMS COORDINATOR AT RIT DUBAI

JOB DESCRIPTION:

RIT Dubai is currently seeking applications from exceptional candidates for a full-time coordinator and faculty position at the level of an Assistant/Associate professor. RIT Dubai is looking for a highly qualified, motivated and enthusiastic individual to be a positive addition to a prospering American university campus in the UAE. Responsibilities include coordinating and teaching courses in graduate programs in City Science, Data Analytics and/or Service Leadership and Innovation.

Individuals who will be on sabbatical or interested in a visiting position are also welcome to apply. The selected faculty is expected to start on August 12, 2018 in Dubai.

The responsibilities of the RIT Dubai Graduate Programs Coordinator include:

In short, the duties of this position centers around coordinating the management of graduate programs working in conjunction with the RIT Dubai and RIT Department Chairs, which entails leading tasks that are essential for the sustainability of the graduate programs. This includes but is not limited to the following:

- Coordinate with RIT Dubai program academic advisors and respective RIT Rochester Departments the development of various cohort classes schedules
- Facilitate the orientation activities conducted by admissions in coordination with the RIT department chairs, RIT Dubai department chairs, advisors and Institutional Effectiveness office
- Oversee the execution of the courses delivery through facilitation of faculty introduction to students, faculty delivery of the courses and faculty submission of the required documentation after the courses conclude.
- Act as a liaison between the RIT faculty and the RIT Dubai bookstore to ensure faculty textbook requirements are met and books are made available for the students within an acceptable timeframe
- Participate in proposals for new courses and improvement initiatives to be forwarded to the corresponding RIT department chairs as stipulated within the RIT Dubai continuous improvement process.
- Assist the RIT Department Chairs in the evaluation and assessment process of program courses
- Lead all local UAE program accreditation cycles per a planned calendar that guarantees full compliance of all managed graduate programs.
- Represent graduate programs in outreach activities.
- Attend meetings within RIT Dubai university body that requires academic representation for the graduate programs in coordination with the RIT Dubai department chairs.
- Monitor students' performance trends and retention rates and respond to their concerns and needs throughout the semesters. Coordinate the implementation of improvement initiatives.
- Manage the communication process related to the graduate programs offerings in Dubai in coordination with corresponding RIT Dubai department chair and the RIT Department chair.
- Assist in the budgeting process as it pertains to the graduate programs
- Coordinate the faculty hiring for all managed programs

REQUIRED QUALIFICATIONS:

- Ph.D. Degree in a related field linked to the programs specified at the start of this document.
- Ability to teach graduate level courses in the specified programs.
- Excellent communications skills

PREFERRED QUALIFICATIONS:

- Previous teaching experience in an American or European institution
- Demonstrated industry experience in the field

Additional Details:

RIT Dubai is a branch campus of the Rochester Institute of Technology-NY in Dubai, United Arab Emirates. It was established in June 2008 to offer RIT degrees and curriculum in Dubai. Currently it offers bachelors and Master's degree programs in engineering, business, computing and innovation and leadership.

THE UNIVERSITY: RIT is a multifaceted university located in Rochester, New York. The university offers more than 200 options in its professional career programs and delivers courses on-campus, online and in numerous international locations. The university enrolls more than 18,000 students who come to RIT from all 50 states and more than 90 countries.

SALARY: Salary commensurate with qualifications and experience.

Deadline: open till position is filled.

APPLICATION PROCEDURE:

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

- Subject line must include the source, your name and position you are applying for; eg: RIT Dubai Website – Dr. XYZ – Mechanical Engineering Lecturer 2018
- 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.
- A teaching philosophy statement
- Names, addresses and phone numbers of three references

Applications review will begin immediately and continue until a candidate is found. Only shortlisted candidates will be contacted.

For more information please visit RIT Dubai website at www.dubai.rit.edu.