PART TIME STAFF POSITION – INSTITUTIONAL EFFECTIVENESS OFFICER
RIT DUBAI
POSITION DESCRIPTION

ABOUT RIT DUBAI
RIT Dubai, a not-for-profit university affiliated with Rochester Institute of Technology in Rochester, NY, USA and located in Dubai, United Arab Emirates (UAE), is 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 have 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.

Summary
The Institutional Effectiveness office at RIT Dubai is responsible for the compliance of the university and its programs with all quality standards that are imposed on the institution. The office is therefore responsible for all the coordination and communication with accreditation and licensure bodies as well as the collection and analysis of data that has impact on the quality and effectiveness of the university programs and operations.

General Duties and Responsibilities of this position:
Support the director of Institutional Effectiveness office with the following tasks:

• Creation of the institution accreditation and licensure deliverables for all the constituencies internal within the UAE, e.g. the Ministry of Education - Higher Education Commission and the Knowledge and Human Development Authority (KHDA), external, e.g. the Middle States Commission on Higher Education (MSCHE), and program specific like the ABET accreditation for Engineering and Technology and the AACSB accreditation for Business.
• Supporting of all university departments with all their accreditation compliance tasks
• Collaborating with all academic departments to ensure that all course files are organized and maintained in accordance with the requirements of the UAE Commission for Academic Accreditation (CAA)
• Monitoring, collection and analysis of the results of the various quality assurance processes.
• Supporting the creation and publication of all university documents that incorporate its regulations, standards, policies and procedures.

Job Requirements:
• 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. Understanding of assessment essentials in higher education.
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> - IE officer part-time

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.