FULL TIME STAFF POSITION – STUDENT AFFAIRS COORDINATOR
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 Student Affairs Coordinator will be responsible for achievement of all RIT Student Affairs goals and objectives with a focus on student satisfaction driven from positive customer service in the following areas: general office operations, student housing, transportation, student leadership in addition to on/off campus community building. This position should be able to manage a positive reputation for RIT Dubai through positive communication and interaction with students, staff, faculty and the local community.

General Duties and Responsibilities of this position:

Student Affairs Operations:
- Serve as the first point of contact for the Student Affairs Office
- Keep official Student Affairs meeting minutes
- Manage student mail (letters, packages, etc.)
- Follow up on student concerns related to non-academic issues
- Assist in the budgeting and planning of all events
- Plan, organize, execute and chaperone events both on and off campus for undergrad and graduate students
- Promote events by sharing/updating events on RIT Dubai website and social media outlets
- Write brief news reports on Student Affairs campus events for the Marketing team
- Ensure that students participate in campus and external events by leading outreach and recruitment
- Assist in the planning of large university events such as One SpiRIT (Fall), Sports Day (Spring) and all campus life events and major holidays as required
- Assist in planning and executing all new student orientations for undergraduate and graduate students and graduation ceremonies
- Serve on the non-academic conduct committee
- General office duties as assigned
Student Government, Student Clubs & Organizations:

- Assist the assistant director (student government advisor) with student government support
- Promote collaborations between the student government and student clubs and organizations
- Provide student leader event planning and execution support
- Support general community building among student leaders

Housing:

- Liaise with the Dubai Silicon Oasis Student Accommodation (DSOA) staff in relation to all aspects of support for RIT student housing residents
- Coordinate fall, spring and summer semester housing requests, check in and check out dates with the DSOA staff
- Share housing information with prospective students.
- Follow up with students regarding DSOA complaints and issues
- Coordinate and communicate transportation for the DSOA housing/campus shuttle and the student commuter transportation in relation to the academic calendar.
- Follow up on concerns from students about bus drivers, pick up locations, timings, etc.
- Organize transport for special events (as needed)

Study Abroad Students:

- Assist with the coordinating documentation for incoming study abroad students, housing, visa, health insurance, etc.
- Coordinate airport pickup/departure for incoming study abroad students
- Arrange tours, activities and attend as chaperone
- Assist students with general needs and in the event of an emergency.

Competencies:

- Positive Attitude
- Customer Service Focus
- Team Member
- Ownership Spirit
- Self-Initiator
- Conflict Management
- Dealing with Ambiguity
- Interpersonal Skills
- Emotional Intelligence
- Confidentiality

Job Requirements:

- Excellent English communication skills, both verbal and written
- Fluent in Arabic, communication skills, both verbal and written (PREFERRED)
- Proficient in Microsoft Office suite (Word, PowerPoint, Excel, etc.).
- Adobe Photoshop
- Strong organizational, customer service and people skills
- Strongly self-motivated, energetic with innate leadership abilities
• Experience working with students, managing students and working in an office environment
• Should be able to articulate a strong commitment to diversity, and have the ability to work effectively with individuals from different backgrounds

**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> - Student Affairs Coordinator

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.