JOB DESCRIPTION
STUDENT AFFAIRS OFFICER

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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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Job Position
This position is 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 information, office operations, extracurricular programming, student leadership development in addition to on/off campus community building. This position should also create a positive reputation for RIT Dubai through positive communication and interaction with students, staff, faculty and the local UAE community.

Student Affairs Operations:

General Office Work and Student Support:
- General office duties as assigned including helping to maintain an organized and inviting Student Affairs Office Suite environment.
- Respond to the Office of Student Affairs general email inquiries and assist students with general University information requirements.
- Coach students in difficult situations and lead them to proper resources.
- Serve on the non-academic conduct committees.
- Serve on as a Student Affairs representative (as needed) on academic integrity conduct hearings.
- Assist in adhering to and enforcing any required COVID-19 safety regulations.
- Other duties assigned as required.

Events:
- Assist in the budgeting and planning of events.
- Plan, organize, promote, execute and chaperone events both on and off campus for undergrad and graduate students as required (during the regular working hours, evenings and weekends.)
- Assist in maintaining an organized and updated Student Affairs events calendar and sharing event info with the RIT Dubai community via email or coordinating via social media channels.
- Ensure that students participate in campus and external events by leading outreach.
- Assist in the planning, executing and hosting of large university events such as Fall and Spring new student orientations (Undergraduate, Graduate and Study Abroad), One SpiRIT (Fall), Tigers Fest (Spring), TEDxRIT Dubai (Spring), Sports Days (Spring), Student Affairs Awards Night (Spring), Senior Salam Week (Spring), SG Election (Spring), Commencement, etc. Additional university and external event support as needed.
Student Government, Student Clubs & Organizations Support:

- Assist the associate 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
- Liaise with other offices and faculty to support student development, leadership opportunities and initiatives as required
- Assist students in the event of an emergency (medical or mental health related) – on and off campus as required.

Study Abroad Student Support:

- Coordinate airport pickup/departure for incoming study abroad students
- Assist study abroad students with general needs and in case of any emergency while in UAE.
- Arrange tours, activities and attend as chaperone (mostly on weekends)

REQUIRED SKILLS, EXPERIENCE & AVAILABILITY:

- Bachelor’s degree from an Accredited University in a related field
- Excellent Bilingual (English and Arabic) communication skills, both verbal and written (Required)
- Student Affairs experience – event and student management experience (Required)
- Proficient in Microsoft Office suite (Word, PowerPoint, Excel, Adobe Photoshop, etc.)
- Strong organizational, customer service and people skills
- Experience working with confidential information and the ability to be discrete and protect student information.
- Strongly self-motivated, energetic with innate leadership abilities and emotional intelligence skills
- Experience in working with students, managing students, and working in a fast pace and high stress environment
- Demonstrated ability to manage stressful situations with students from all backgrounds
- Ability to articulate a strong commitment to diversity and work effectively with individuals from different backgrounds
- Evenings and weekend availability required for university programming.

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;
  (Mr. John Smith –Student Affairs Officer)
- Cover letter detailing your technical/professional 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.rit.edu/dubai