

**JOB DESCRIPTION**  
**ASSOCIATE MANAGER – STUDENT AFFAIRS**

JOB DETAILS			
Position Title:	Associate Manager – Student Affairs	Grade	
Department/Division:	Student Affairs		
Reports to:	Associate Director – Student Affairs		
Supervises:	None		
Last Updated on:	July 15, 2025		

**Job Purpose**

To serve RIT students (undergraduates and graduates) and the university to develop, implement and monitor non-academic student support. The Associate Manager of Student Affairs plays a pivotal role in fostering student engagement, enhancing student success, and supporting the holistic development of students. This role involves planning, coordinating, and implementing a wide range of programs, services, and initiatives that contribute to a vibrant campus life while ensuring alignment with institutional goals and student needs.

**Main Duties and Responsibilities:**

- Manage the daily operational requirements of the non-athletic Student Affairs work, new student orientation, non-athletic programming, adjudication, student leader development and student government support.
- Support the Associate Director with strategic Student Affairs work while striving to align goals and initiatives with the University's strategic plan.
- Serve as the campus safeguarding governor.
- Lead the non-academic conduct process as the campus conduct officer.
- Represent the Student Affairs Office on academic integrity hearings.
- Act as a representative on behalf of the Student Affairs Office on University committees when required to ensure students are supported (i.e., various committees, staff council, commencement committee, task forces) in addition to special projects.
- Student Government Co-advisor with an emphasis on campus involvement.
- Report all planned expenditure for all student affairs related activities and services as per RIT policies and procedures.
- Provide assistance and support to the student government for events required, on all student related activities and ensure all student events are executed in line with RIT policies and procedures in a bid to maximum student experience.
- Coordinates, develops, and promotes programs and services aimed at enhancing the student experience.
- Facilitate volunteering, civic engagement, and service-learning opportunities through external partnerships that enrich students' leadership and social responsibility.

- Collect, analyze, and report on student engagement metrics and satisfaction data to assess service and program effectiveness and support decision making for improvements.
- Establish and maintain good relationships with relevant staff members, regularly communicating relevant information provided by students / Student Government.
- Serve as a resource for student concerns, providing guidance, referrals, and support for academic, social, and personal challenges.
- Help develop, communicate, and enforce student policies and codes of conduct in accordance with institutional and legal guidelines.
- Ensures any student issues are effectively managed to a successful resolution, providing a clear and customer-focused summary of the issue to all relevant staff and if appropriate to any external parties.
- Support student emergency and sensitive situations, during and outside of official office hours.
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate.
- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the Institute.

### **Required Minimum Qualifications**

- Bachelor's degree in Education, Counseling, Psychology, or related field (Master's preferred).
- Minimum of five years of relevant experience.
- Previous experience in university student affairs and/or student clubs and organizations / student government / student unions/ academic advising is advantageous.
- Bilingual Arabic speaker with excellent command of English Language.

### **Application Procedure:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu) and include the following in your application:

- Subject line must include the source, your name and position you are applying for;  
(Name – Associate Manager – Student Affairs)
- Cover letter detailing your technical/professional, teaching, and scholarship 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: [www.dubai.rit.edu](http://www.dubai.rit.edu).