

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV220

Company Name: **New York University Abu Dhabi**

Company Type: Private



Job Position/Title:	Community Learning Coordinator	Academic Major:	Business and Economics, Humanities & Social Sciences, Education, Law
Salary Range:	Competitive Salary	Years of Experience:	Fresh Graduate or 2 years of experience
Job Location:	Abu Dhabi	Job Type:	Full Time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	NYU Abu Dhabi is seeking to appoint Community Learning Coordinator who will be responsible supporting Faculty with designing and implementing community-based learning activities in the UAE. Responsibilities include: - Identifying and cultivating contacts in the local community for course-related community engagement activities and organize community-based student research opportunities. - Create and maintain an infrastructure (web-based and hard copy) of information on community-based learning opportunities and pedagogies. - Build and maintain a database of UAE community contacts for faculty interested in connecting their classes to community-based learning projects. - Meet with faculty in majors and as individuals to discuss possibilities of community-based learning for their courses and related research. - Support faculty in organizing community-based learning activities (initiating community contact, designing activity, advising on funding application, setting up trips and activities on and off campus, administering an activity evaluation). - Assist with development and execution of course-related and regional study trips within the Emirates, GCC countries, and the broader Middle East toward academic community connections in the regional Arab world. - Develop and administer the "Table for Eight" and other community engagement programs to cultivate relationships between faculty and local community members. To be successful in this role you must possess the following skills and experience: Qualifications and Education Requirements - A minimum of a bachelor's degree in any field 0-1 Years related experience in a cross-cultural setting based in the UAE. Preferred Skills - Excellent interpersonal skills. Planning /implementing special events and activities. - Excellent community network of contacts and/or proven ability to develop such a network.		

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	• Experience working with the Emirati and Arabic-speaking community. • Excellent communication skills in English and Arabic (both verbal and written) and the ability to work with people at all levels. • A good working knowledge of Microsoft Word, Excel, Outlook and database applications.
Minimum Qualifications:	Bachelor Degree in relevant discipline
No. of Positions Required:	1
Job Close Date:	Open Until Filled

To Apply, UAEU Graduates/Alumni should send their CVs to:

elissa.ferguson@nyu.edu

And

JN@uaeue.ac.ae

Please mention "Job Reference No.: JV220" in your email title in case we lost your information during filing.
Only doc/PDF/Zip files are acceptable.

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