

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV399

Company Name: IAT

Company Type: Government



Job Position/Title:	<i>Student service officer</i>	Academic Major:	<i>Economics- Human Resource Management & Development – Management Information Systems (MIS) – Marketing</i>
Salary Range:	<i>According to the qualification</i>	Years of Experience:	<i>Fresh Graduate</i>
Job Location:	<i>Al Ain- Abu Dhabi</i>	Job Type:	<i>Full-time</i>
Nationality:	<i>Only UAE Nationals"</i>	Gender:	<i>Female</i>
Job Description:	POSITION SUMMARY To provide administrative services, coordinate student recruitment activities and graduation ceremonies. DUTIES AND RESPONSIBILITIES • Recruitment ✓ Coordinate college recruitment activities incorporating college marketing strategies. ✓ Conduct presentations during school visits and special events with groups ranging from under 10 to over 300 people. ✓ Organize college Open Days, Eid Events and Workshops. ✓ Prepare student recruitment reports utilizing NAPO database information and update regularly. • Graduation Ceremonies ✓ Coordinate Institute graduation ceremonies including invitations, programs, venues, presentations, guest speakers. ✓ Select, train and schedule student and staff marshals and ushers. ✓ Organize special events such as New Student Orientation and Recognition Ceremonies. • Support Student Services Office ✓ Participate in front counter service rotation and assist colleagues and students as needed.		
Minimum Qualifications:	<i>Fluency in written and spoken English and Arabic is essential. Proficiency with MS Office applications.</i>		
No. of Positions Required:	<i>2</i>		
Job Close Date:	<i>Open Until Filled</i>		

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

azza.alotaiba@iat.ac.ae

