

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

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

Job Reference No.: JV428

Company Name: Khadamat Facilities Management



Company Type: Private

Job Position/Title:	Timetabling Officer	Academic Major:	All Business & Economics Majors
Salary Range:	6,500 to 9,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	To provide administrative support to produce effective and efficient centralised teaching timetables and carry out room bookings for the University staff and students, as a member of the Timetabling Team. To be involved in all aspects of the compilation, maintenance and administration of University timetables, utilising the computerised system. Key Job Responsibilities • Liaise with University academic advisors, administrative and timetabling coordinators to produce teaching schedules for the university. • Ensure timetabling work is carried out in accordance with College policy and procedures. • Responsible for creating the teaching timetable which is clash-free and in-line with the course requirements of the departments within the procedures and timelines for the University using the centralized timetabling system on a University-wide basis. • Respond to queries from the academic and administrative staff by telephone and by e-mail, in a timely manner. • To provide a point of contact for designated teaching units on all timetabling related matters a summary of issues found with timetables and assist in their resolution. • Ensure the timely distribution of these timetables to all necessary parties. • Data entry of teaching department timetables onto the timetabling system at the start of each academic year, term or semester as appropriate. • The subsequent maintenance and update of timetables onto the timetabling system, during the academic year. • To ensure, in conjunction with academic advisors, that data held on the system accurately reflects current timetables of a semester. • Maintain up-to-date records in master files in soft / hard copies that are related to timetabling. • Any general administration as required (filing, photocopying etc.) in the		

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	department. - To develop an understanding of the databases used within the department - Contribute to the work of the team as appropriate during busy periods and colleague absence, provide administrative support to all aspects of team activities as required - Maintain effective working relationships with University academic and administrative colleagues - Responsible for the management of the room booking system to ensure an efficient service is being carried out, using the scheduling software and the FM Easy room booking system. - Production of any reports requested regarding timetabling or room booking - Make a positive and active contribution to team meetings, as well as to service and process reviews and other initiatives as requested - Actively participate in on-going professional development activities as requested To undertake any training and development, as required. - To work within departmental procedures and in particular ensure adherence to Health & Safety and Data Protection requirements. - Any other duties appropriate to the role and level
Minimum Qualifications:	- Bachelor's Degree. - Full and comprehensive understanding of the English language (oral & written) - Good communication and inter-personal skills, able to liaise with staff and customers - Good time and workload management - Analytical skills with an inquiring mind - Acute attention to detail and accuracy - Excellent organizational skills and familiarity with computerized scheduling techniques - Advanced knowledge of Microsoft Excel required & experience with data processing - Ability to learn quickly while on the job and complete routine tasks with minimal supervision. - Ability to work in a fast paced, high pressure work environment whilst maintaining a high level of attention to detail
No. of Positions Required:	One
Job Close Date:	Open Until 13 th November 2013

To Apply, UAEU Graduates/Alumni should send their CVs to:
jobs@khadamat.ae, JN@uaeu.ac.ae

Please mention "**Job Reference No.: SSTT03110**" in your email title. Only doc/PDF/Zip files are acceptable.

