

مركز التوظيف وشؤون الخريجين



فرص وظيفية للخريجين في جامعة عجمان للعلوم والتكنولوجيا

Ref.#	Job Title	Major	Gender
JV524	Accountant	Accounting	Both
JV525	Administrative Officer	Business Administration	Both
JV526	Admission & Registration Officer	Business Administration	Both
JV527	Admission & Registration Supervisor	Business Administration	Both
JV528	Assistant Secretary	Business Administration	Both
JV529	Assistant Studio Technician	Mass Communication (Radio & TV)	Both
JV530	Career Counseling Supervisor	Business Administration	Both

للتسجيل أو الحصول على مزيد من المعلومات التفضل بزيارة الموقع:

http://www.uaeu.ac.ae/ccpp/student/job_navigator.shtml

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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.: JV524

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Accountant	Academic Major:	Accounting
Salary Range:	Very Competitive Package	Years of Experience:	2 years of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: - Investigate and resolve problems related to funds, budgets, expenditures, and/or procurement practices. - Provide assistance in the development, implementation, and management of fiscal systems and procedures, applying basic concepts, methods, and techniques. - Reconcile balance sheets, cash, general ledger, payroll accounts and supporting journal entries. - Construct routine spreadsheet applications, prepare financial data for input into finance and human resources systems, and generate reports. - Prepare regularly scheduled special billings, costs reports, analyses, inventories, and financial statements for local and private funding sources.		
Minimum Qualifications:	- Bachelor's degree. - Ability to communicate effectively, both orally and in writing. - Account balancing and reconciling skills. - Knowledge of standard and/or fund accounting principles, methods, and applications. - Knowledge of finance, accounting, budgeting, and cost control procedures. - Knowledge of computerized information systems used in financial and/or accounting applications. - Working knowledge of MS Excel spreadsheet software to quantify and illustrate routine financial reports, statements, and/or projections.		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

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Job Reference No.: JV525

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Administrative Officer	Academic Major:	Business Administration
Salary Range:	Very Competitive Package	Years of Experience:	3 years of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: • Provides office support include screening and handling telephone communications, greeting and directing visitors, and dealing with administrative issues and inquiries as they arise. • Organizes and facilitates meetings and special events; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes, and provides administrative support and follow-up on matters arising from meetings. • Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate. • Assist in the scheduling and coordination of the manager's appointments and travel arrangements. • Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office. • Guides and oversees the work of lower graded staff and/or student employees when engaged in directly related support activities. • Coordinates and oversees the day-to-day management of supplies and equipment for the office. • Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops. • Performs miscellaneous job-related duties as assigned.		

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Minimum Qualifications:	• Bachelor's degree. • Ability to create, compose, and edit correspondence and other written materials • Ability to provide leadership and guidance to administrative support staff and/or students. • Strong interpersonal and communication skills and the ability to work effectively with staff from a diverse community. • Ability to organizing resources and establishing priorities. • Ability to coordinate and organize meetings and/or special events. • Knowledge of planning and scheduling techniques. • Good MS-Office experience.
No. of Positions Required:	2
Job Close Date:	01 June 2014

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Job Reference No.: JV526

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Admission & Registration Officer	Academic Major:	Business Administration
Salary Range:	Very Competitive Package	Years of Experience:	2 years of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: - Review and process student applications and/or documents. - Review and/or compile and update student credentials needed for admissions status. - Enter and monitor required data into integrated student database. - Monitor progress of applicants. - Compile, evaluate and retain student records; provide policy interpretation and advisement as appropriate, in accordance with the University policy, accreditation standards and privacy laws. - Welcome and greet visitors in person or through phone. - Attract potential students by answering inquiries regarding academic programs and resources. - Provide advice to students and their guardians regarding admissions and/or records and registration process and eligibility. - Determine admissibility to the University. - Advise students and guardians regarding educational opportunities and options, admission and other requirements, policies and procedures. - Direct visitors to concerned department or sites, as appropriate. - Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	- Bachelor's degree. - Knowledge of student recruitment and retention process. - Ability to analyze and solve problems and to make evaluative judgments. - Ability to communicate effectively, both orally and in writing. - Knowledge of customer service standards and procedures. - Strong interpersonal and communication skills. - Knowledge of the broad spectrum of available university academic units, curricula and programs. - Ability to maintain confidentiality of records and information. - Database and records management and/or maintenance skills. - General office administrative and secretarial skills. - Ability to make effective administrative/procedural decisions and recommendations. - Ability to work flexible hours.		

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

	• Knowledge of University admissions policies, standards and procedures. • Ability to evaluate student transcripts and/or records. • Excellent written & spoken command of both English and Arabic languages. • Proficiency in using computer and Microsoft Office package
No. of Positions Required:	6
Job Close Date:	01 June 2014

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Job Reference No.: JV527

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Admission & Registration Supervisor	Academic Major:	Business Administration
Salary Range:	Very Competitive Package	Years of Experience:	4 years of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: • Perform integrated analysis and consultation concerning complex administrative issues involving student documents. • Advise potential students on admissions requirements and options, and administers applicable student policies. • Guide, train, oversee and monitor the work of lower-graded staff. • Organize workload to ensure deadlines are met. • Schedule work assignments in order of priority and date received. • Compile, evaluate, and retain student records. • Provide policy interpretation and advisement as appropriate, in accordance with university policy, accreditation standards, and privacy laws. • Serve as liaison with various University departments. • Participate in the development of operating goals and objectives for the department, as appropriate. • Recommend, implement, and administer methods and procedures to enhance operational effectiveness and efficiency. • Advise students and guardians regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credits, and fee structure. • Determine Non-Degree and Freshman admissibility to the University. • Review and process student applications and documents; updating as needed for admission status. • Monitor progress of applicants. • Maintain student record databases and manual files. • Prepare statistical reports as appropriate. • Create and maintain admissions processing manual. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Ability to lead assigned staff including prioritizing and scheduling work assignments. • Ability to maintain confidentiality of records and information. • Ability to analyze and solve problems and to make evaluative judgments.		

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	• Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. • Skill in organizing resources and establishing priorities. • Ability to schedule and coordinate staff assignments. • Database and records management and/or maintenance skills. • Knowledge of college-level student records principles, policies and procedures. • Knowledge of the broad spectrum of available university academic units, curricula, and programs. • Skill in examining and evaluating operations and developing and/or re-engineering operating strategies, systems, and procedures. • Ability to make effective administrative/procedural decisions and recommendations. • Skill in the use of personal computers and related software applications. • Knowledge of computerized student information systems. • Ability to process computer data and to format and generate reports. • Knowledge of AUST admissions policies, standards, and procedures. • Ability to work flexible hours. • Ability to evaluate student transcripts and/or records. • Knowledge of customer service standards and procedures.
No. of Positions Required:	1
Job Close Date:	01 June 2014

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Job Reference No.: JV528

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Assistant Secretary	Academic Major:	Business Administration
Salary Range:	Very Competitive Package	Years of Experience:	Fresh graduate
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: • Prepare daily schedules of the Director's Office activities. • Performs typing and transcription duties as required. • Answers telephones, routes calls and visitors. • Makes appointments and answers routine questions from other departments. • Compose letters, memos, reports, purchase orders and other material from notes or rough drafts. • Take minutes of meetings up on request. • Organizes and maintains filing systems and posts bookkeeping information. • Sorts and distributes mail. • Follow-up the works with various Government Departments. • Performs related duties as required.		
Minimum Qualifications:	• Bachelor's degree. • Good communication skills. • The ability to work well with people is essential. • Ability to work in a team and the ability to work independently • Proficiency in computers, typing and previous office experience is essential. • Must have at least 1 year of secretarial experience.		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

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Job Reference No.: JV529

Company Name: **Ajman University of Science and Technology**

Company Type: Private



Job Position/Title:	Assistant Studio Technician	Academic Major:	Mass Communication (Radio & TV)
Salary Range:	Very Competitive Package	Years of Experience:	2 years of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: - Attend and cover events with the communication center team. - Basic editing of video and photography projects. - Technical assistance for internal and external production projects. - Arrange and look after the studio equipment. - Greet the customers and sets appointments for photo sessions. - Record inventories of materials, like film, albums and other photographic materials. - Assist in Preparing the lighting and background and setting a certain mood to the photographer's work place. - Assist the photographer with the film development and the prints. Other tasks can be performed as assigned. - Organize records and files for the studio. - Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	- Bachelor's degree. - Good communication skills. - The ability to work well with people is essential. - Ability to work in a team and the ability to work independently - Proficiency in computers, typing and previous office experience is essential. - Must have at least 1 year of secretarial experience.		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

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Job Reference No.: JV530

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Career Counseling Supervisor	Academic Major:	Business Administration
Salary Range:	Very Competitive Package	Years of Experience:	2 years of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: • Counsel AUST students/ alumni in the discovery and decision making process of selecting a career through self-assessments and identify available resources. • Assist students/ alumni with preparing resumes, interviewing skills and searching jobs electronically. • Conduct site visits to employers to develop and promote career opportunities. • Develop and present multiple training workshops to prepare students and alumni on aspects of employment and job search process. • Conduct ongoing research to provide information and feedback about potential job placements and after graduation activities for students/ alumni. • Assist in preparing and publishing annual reports. • Establish an accurate database of contact details of all students/ alumni to keep track of their career progress. • Plan, develop and coordinate programs, events and services related to career guidance for the University's students/ alumni. • Provide individual and group career counselling and career fairs programs for current students/ alumni. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Ability to prepare forms and reports using prescribed formats. • Communicate effectively with co-workers, the public, and students. • Adaptability to perform under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact. • Ability to analyze, develop, establish and maintain efficient office work flow and administrative processes. • Organizing and coordinating skills. • Ability to collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form. • Excellent skills in solving complex problems which relate to counseling individual students/ alumni who come from a wide variety of backgrounds.		

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	Effective verbal and written communication skills in both Arabic and English languages.
No. of Positions Required:	1
Job Close Date:	01 June 2014

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