

مركز التوظيف وشؤون الخريجين



فرص وظيفية للخريجين في جامعة عجمان للعلوم والتكنولوجيا

Ref.#	Job Title	Major	Gender
JV531	College Secretary	Business Administration	Male
JV532	Digital Media Supervisor	Mass Communication	Both
JV533	Document Controller	Business Administration	Both
JV534	Events Coordinator	Business administration (Management and Marketing); public relations, mass communication	Both
JV535	Executive Secretary Translator	Business Administration, translation	Both
JV536	Financial Coordinator	Finance & Accounting	Both
JV537	Graphic Designer	Graphic Design	Both

للتسجيل أو الحصول على مزيد من المعلومات التفضل بزيارة الموقع:

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

JOB NAVIGATOR

Locating Your Career Path



UAEU_CCPP



@UAEU_CCPP



03/7134700 – 03/7134702



JN@uaeu.ac.ae

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.: JV531

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	College Secretary	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:	Male
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: • Answer telephones, route calls, take messages, and provide general information; greet and direct visitors; answer routine inquiries; maintain log of inquiries as required. • Open and route incoming mail; distribute correspondence and other material to department staff/faculty. • Perform a variety of routine typing assignments as appropriate to the position; • May operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; type and mail form letters. • Copy and/or duplicate materials as requested; may oversee day-to-day operation of copy machine. • Establish, maintain, process, and/or updates files, records, and/or other documents. • May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position. • May schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position. • May order, stock, and distribute office supplies. • May run various routine errands, as required, for the unit/department. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Ability to understand and follow specific instructions and procedures. • Ability to prepare and print routine correspondence, labels, and/or other basic written material. • Skill in the use of operating basic office equipment. • Record maintenance skills. • Receptionist skills. • Ability to maintain calendars and schedule appointments. • Word processing and/or data entry skills.		
No. of Positions Required:	2		

Center for Career Placement & Alumni

Graduate Placement Services (GPS)

Job Close Date:	01 June 2014
-----------------	--------------

To Apply, UAEU Graduates/Alumni should send their CVs and a cover letter to:

hr.recruit@ajman.ac.ae



UAEU COPYRIGHT 2014

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.: JV532

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Digital Media Supervisor	Academic Major:	Mass Communication
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: - Promote the digital media activities such as online advertising and digital media to cover all student activities. - Supervise group of students to assist with all type of digital media activities. - Represent the University in digital media as per AUST rules and regulations. - Ensure extensive coverage and exposure of all AUST news and activities in multiple digital media channels e.g.: Facebook, Twitter, Instagram, mention and etc... - Manage and develop impressions on the status updates, event news and report them on a daily basis. - Use the University updates to ensure more highlight for AUST in digital media circle - Monitor and report trends of other educational institutions and their digital media activities. - Design and deliver training sessions on related field to AUST community as well as the Continuous Education Centers' clients. - Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	- Bachelor's degree. - Good communication skills and the ability to work well with people are essential. - Ability to work in a team and the ability to work independently. - Proficiency in computers and previous office experience is essential.		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

To Apply, UAEU Graduates/Alumni should send their CVs and a cover letter to:

hr.recruit@ajman.ac.ae



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.: JV533

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Document Controller	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: - Organize all engineering office documents and coordinating with the all stockholders to ensure that all documents are kept in the right location and are accessible. - Responsible for categorizing documents according to the type of document. This involves checking and approving documents before they are filed and liaising with internal and external agencies to ensure that documents contain correct and understandable information regards their categorization. - Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	- Diploma degree. - Supporting and supervising tasks delegated to document control personnel as required. - Executing assigned personal objectives. - Management of third party suppliers in the execution of engineering delivery. - Excellent interpersonal skills. - Able to demonstrate a level of team working skills. - Enthusiastic, conscientious and keen to learn. - Flexible with a can do attitude.		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

To Apply, UAEU Graduates/Alumni should send their CVs and a cover letter to:

hr.recruit@ajman.ac.ae



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.: JV534

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Events Coordinator	Academic Major:	Business administration (Management and Marketing); public relations, mass communication
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: • Receive telephone and in-person requests for reservations and makes appropriate arrangements. • Act as the primary contact for the client and coordinates various services and subsequent changes. • Determine content and layout of marketing tools for events. • Arrange for all technical services such as telephone lines, data ports and satellite hook-up needed for events. • Prepare checklists for cleaning and set-up of all events areas. • Inspect all areas to ensure that cleaning and set-up has been completed prior to events. • Oversee or coordinate the oversight of all event activities which may include catering, concessions, first aid, security, parking services, guest services, and merchandising.		
Minimum Qualifications:	• Bachelor's degree. • Time management skills are needed to meet deadlines. • Possess excellent oral and written communications skills. • Proficiency in using Computer Applications and Microsoft Office package. • Excellent written and spoken skills in Arabic and English Languages.		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

To Apply, UAEU Graduates/Alumni should send their CVs and a cover letter to:

hr.recruit@ajman.ac.ae



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.: JV535

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Executive Secretary cum Translator	Academic Major:	Business Administration, translation
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: • Screen incoming mail and telephone calls; uses discretion to respond on own initiative, redirect to the Vice Presidents' subordinates, or direct to the Vice President as appropriate. • Translate documents in both Arabic & English when it is required. • Establish, implement, and enforce office policies and procedures, and set workflow priorities and standards. • Manage daily administrative operations of the office including establishing work priorities; assist in resolving problems related to the day-to-day operations of the unit. • Assist with fiscal planning, development, and management of annual budgets. • Plan, develop, and coordinate the execution of program policy, procedures, and operations; monitor compliance with university policies, procedures, regulations, and appropriate laws. • Provide and/or oversee the provision of administrative assistance and support to the office principal, to include problem solving, project planning and management, fiscal management, day-to-day office coordination, and secretarial services. • Assist with the development and implementation of reporting procedures; oversee maintenance of department records and/or inventories. • Oversee and provides personal computer functions such as scheduled and special reports, correspondence, and database management. • Coordinate department programs, seminars, workshops, travel arrangements, special projects, and/or events; may coordinate program/project development and planning. • May participate and/or serve on unit's committees and task forces. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Ability to gather data, compile information, and prepare reports. • Records maintenance skills. • Ability to analyze and solve problems. • Ability to prepare routine administrative paperwork.		

Center for Career Placement & Alumni

Graduate Placement Services (GPS)

	• Knowledge of management principles and practices. • Ability to analyze, develop, establish, and maintain efficient office work flow and administrative processes. • Organizing and coordinating skills. • Ability to foster a cooperative work environment. • Prior experience in dealing with highly confidential materials and publics desiring access to them. • Ability to communicate in Arabic and English languages effectively, both orally and in writing. • Require knowledge of personal computer and other standard office equipment.
No. of Positions Required:	1
Job Close Date:	01 June 2014

To Apply, UAEU Graduates/Alumni should send their CVs and a cover letter to:

hr.recruit@ajman.ac.ae

JOB NAVIGATOR

Locating Your Career Path



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.: JV536

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Financial Coordinator	Academic Major:	Finance & 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. - Monitor revenue and expenses for departmental or unit accounts. - Ensure expenditure control and compliance with funding and reporting requirements, University policy, and standard accounting procedures. - 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. - Perform calculations which may include interest and depreciation. - Coordinate the preparation of regularly scheduled and special billings, costs reports, analyses, inventories, and financial statements for local and private funding sources. - Review invoices and process for payment. - May coordinate and monitor data processing batches including suspense control, cash counts, and balancing. - Prepare and assess budget, revenue, expense, payroll and journal entries, and other accounting documents. - May assist in audits and prepare audit work papers. - Interact with internal and external auditors and participates in auditing projects. - Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	- Bachelor's degree. - Knowledge of AUST financial policies and procedures. - Ability to communicate effectively, both orally and in writing. - Account balancing and reconciling skills. - Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections. - Knowledge of standard and/or fund accounting principles, methods, and applications.		

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

	• 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. • Ability to set up and maintain financial accounts and ledgers.
No. of Positions Required:	2
Job Close Date:	01 June 2014

To Apply, UAEU Graduates/Alumni should send their CVs and a cover letter to:

hr.recruit@ajman.ac.ae

JOB NAVIGATOR

Locating Your Career Path



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.: JV537

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Graphic Designer	Academic Major:	Graphic Design
Salary Range:	Very Competitive Package	Years of Experience:	5 years of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: • Create electronically-designed page layouts and imports word processing files into page layouts, as appropriate to the position; may develop and produce web-based graphics, as requested. • Conceptualize, design, and produce curriculum, training, and/or promotional materials such as flyers, ads, brochures, logos, office signage, exhibits, and/or displays. • Produce technical and scientific illustrations for presentations and/or publication, as appropriate to the requirements of the position. • Coordinate the printing production process to ensure quality: write printing and other reproduction specifications (selects ink, paper, and print quality); inspect proofs for accuracy; recommend contractors (typesetters, printers, illustrators, photographers, cartographers). • Design and produce camera-ready art including graphs, charts, clip art, posters, digitization of graphics, line-art, and/or photos. • Consult with faculty and staff to identify their graphics needs, budget constraints, and reasonable deadlines for the project; serve as a liaison between the client and printers/publishers. • May coordinate a graphics or photographic library and/or maintain digital records. • Write and edit basic copy, as appropriate, which may include press releases in some instances. • May provide technical computer support and install software programs. • Perform miscellaneous job-related duties as assigned.		

Center for Career Placement & Alumni

Graduate Placement Services (GPS)

Minimum Qualifications:	• Bachelor's degree. • Ability to create and produce graphic materials using a range of media, methods, techniques, and equipment. • Knowledge of graphic layout and photographic requirements and procedures. • Excellent skills in the utilization of specified computerized graphic design programs. • Knowledge of principles and practices of graphic design. • Ability to analyze graphic and technical information and create interpretive illustrations. • Knowledge of printing procedures and requirements. • Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community. • Ability to develop print and/or reproduction specifications. • Knowledge of printing and/or reproduction processes and techniques. • Ability to communicate effectively in Arabic and English languages, both orally and in writing. • Ability to analyze and interpret user graphic requirements. •
No. of Positions Required:	1
Job Close Date:	01 June 2014

To Apply, UAEU Graduates/Alumni should send their CVs and a cover letter to:

hr.recruit@ajman.ac.ae

