

مركز التوظيف وشؤون الخريجين



فرص وظيفية للخريجين في جامعة عجمان للعلوم والتكنولوجيا

Ref.#	Job Title	Major	Gender
JV538	Hostel Coordinator	Business Administration - Psychology	Both
JV539	Human Recourses Officer	Business Administration - HR	Both
JV540	Institutional Effectiveness Officer	Business Administration - MIS	Both
JV541	Internal Auditor	Accounting and Finance	Both
JV542	Lab Attendant	Business Administration	Both
JV543	Lab Supervisor	All IT Majors	Both
JV544	Lab Attendant	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.: JV538

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Hostel Coordinator	Academic Major:	Business Administration / Psychology
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: - Serves the assigned hostel, ensuring welfare and safety of residing students and protection of University assets; - Receives visitors, attends to reception office at the hostels, and ensures implementation of rules, regulations and disciplinary code of conduct in the hostels; - Advises resident students on queries related to hostel life; - Ensures maintenance requirements of the hostels are met by proper reporting and follow-up with relevant departments; - Maintains relevant files & records; - Disseminates information about deadlines and procedures to be followed by resident students; - Encourages learning based activities among the residing students; - Carry out other relevant assignments delegated by the Senior Supervisor.		
Minimum Qualifications:	- Bachelor's degree. - Fluency in English & Arabic languages; - Demonstrated computer competency including knowledge of MS Office Suite; - High level of customer service focus, excellent interpersonal skills; - Excellent interpersonal and communication skills are essential; - Demonstrated skill in handling appropriate telephone and email protocol; - Ability to use photocopies/faxes. - Willing to work on shifts job nature; - Experience in dealing with youth is an advantage		
No. of Positions Required:	3		
Job Close Date:	01 June 2014		

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Job Reference No.: JV539

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Human Resources Officer	Academic Major:	Business Administration / Human Resource Management
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: - Engage and perform all of the HR functions: recruiting, training, employee relations, compensation and benefits. - Working closely with other departments and acting as a consultancy professional. - Implementing policies including working practices, recruitment, diversity, and employment pay conditions required by the organization. - Ensure compensation and benefits are in line with AUST policies and updated Government Regulations. - Administering payroll system and calculations, controlling Insurances, maintaining staff related records and undertaking usual salary reviews. - Advising on pay including employee benefits and promotion and other issues on remuneration. - Proper background screening of job applicants and participating in the recruitment process, including interviews. - Ensure the availability of development and training opportunities to employees in order to improve their performance to achieve the objectives of the organization. - Participate in conducting annual employee performance appraisal. - Promoting diversity and quality as part of organization's culture. - Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	- Bachelor's degree. - Ability to be equitable, confidential and consistent in complex situations. - Demonstrate effective organizational skills, human relations and communications skills. - Ability to deal with highly sensitive and/or confidential information and issues. - Develop and implement departmental human resources policy and procedures. - General office administrative and secretarial skills. - Excellent written & spoken command of both English and Arabic languages. - Proficiency in using computer and Microsoft Office package.		
No. of Positions Required:	3		

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Job Close Date:	01 June 2014
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Job Reference No.: JV540

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Institutional Effectiveness Officer	Academic Major:	Business Administration / MIS
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: - Consult with, train, and support colleges and administrative units staff regarding the development of Quality Assurance policies and procedures including the development of academic program mission statements, goals, assessment techniques, methods of analysis, and the completion of their annual Quality Assurance reports. - Monitor the web-based QAIRU documentation system; work with colleges and administrative department's representatives to ensure timely and correct completion of QAIRU surveys and questionnaires and provide onsite assistance and planning where necessary. - Coordinate QAIRU team reviews, ensuring review reports are completed on time. - Participate in AUST's development and implementation of processes to evaluate programs and services for continuous improvements. - Compile Effectiveness reports. - Promote and disseminate QAIRU information throughout the University. - Maintain archives of QAIRU reports and feedback. - Maintain maintenance of QAIRU website. - Establish timelines for QAIRU activities and processes. - Any other tasks assigned by the Director of quality assurance unit.		
Minimum Qualifications:	- Bachelor's degree. - Ability to work independently and as a team member; excellent inter-personal and communication skills; excellent IT knowledge including SPSS or SAS, Crystal Reports, MS Office. - Excellent English Language communication skills (written and oral)		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

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Job Reference No.: JV541

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Internal Auditor	Academic Major:	Accounting and Finance
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: • Prepare audit plans, review and evaluate operations, and complete work papers to document work performed. • Consult with and advise university administrators, faculty, and staff on operational and administrative issues. • Keep abreast of university policies and procedures, current developments in accounting and auditing professions, and changes, as applicable. • Ensure the application of the University and/or public auditing policies, standards and procedures. • Perform audits of a routine nature. • Prepare audit plans, reviewing operations, and completing work papers to document audit. • Consult with administrators, faculty and staff on operational and administrative matters. • Apply university and/or public auditing policies, standards and procedures. • Verify the total accomplishments of internal audit work according to the plaid plan. • Prepare budgetary reports. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Ability to communicate effectively, both orally and in writing. • Spreadsheet software skills to quantify and illustrate routine financial reports, comparisons, impacts, and/or projections. • Ability to analyze and solve problems. • Ability to complete moderately complex administrative paperwork. • Knowledge of current changes and/or developments in university policies and procedures. • Knowledge of University and/or public auditing policies, standards, and procedures.		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

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Job Reference No.: JV542

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Lab Attendant	Academic Major:	Business Administration
Salary Range:	Very Competitive Package	Years of Experience:	1 year of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: • Takes care of labs' environment, as well as lab equipment • Observes and reports malfunctions and supply shortages • Helps Lab Supervisor with setting up schedules • Educates him/herself in Lab-related common knowledge concerning events, rules and regulations (keeping him/herself informed); educates him/herself in current computer software packages (knowing applications that are installed in labs) • Establishes and maintains permanent files about out of order equipment and copy paper requirements; files and retrieves files as requested • Maintains and regulates printing machines within designated labs; e.g. color printing regulation • Participation in IT training program • Performs other related duties as required.		
Minimum Qualifications:	• Diploma degree. • Working knowledge of audio-visual equipment. • Skill to use personal computer and ability to troubleshoot and help students with Word, Excel, Power Point, Access (the entire Microsoft Office Suite) • Ability to learn and adopt quickly • Ability to communicate with people • Ability to work under pressure, and among larger number of students • Ability to establish priorities, work independently, and proceed with objectives without supervision • Ability to handle and resolve recurring problems. • Good command of Arabic & English. • Ability to communicate technical information to non-technical personnel. • Knowledge of computer site licensure regulations and requirements.		
No. of Positions Required:	2		
Job Close Date:	01 June 2014		

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Job Reference No.: JV543

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Lab Supervisor	Academic Major:	IT
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: • Provide access and technical assistance to students, faculty, and staff in the areas of presentation design, multimedia and computer utilization, video editing, photo copy stand, and graphics. • Handle the technical Support for All Computers, Printers, LCD Projectors and all other Computer Related equipment existing in the lab. • Oversee the operation, maintenance, set-up, and security of all computer, video, and graphics equipment in the Lab and associated classrooms. Research new technology and recommends upgrades and/or new equipment. • Assist primary instructor in teaching laboratory skills to students within a laboratory setting. • Obtain and prepare laboratory equipment for instructional use in the lab. • Proctor student exams taken during lectures, as required, help and monitors student activities while in the laboratory. • Receive, process, store, and monitor the use of laboratory supplies and materials. • Ensure that laboratory facilities, equipment, and supplies are clean, safe, and in proper working order after the completion of laboratory activities. • Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards. • Perform duties as assigned by the department instructors. • Providing {Teaching staff and employees} with Technical solutions. • Monitoring and troubleshooting the Video/Audio System being used in the Virtual Classes • Responsibility of preparing the PCs, Printers and any other instruments needed in all events held by AUSTN {exhibitions, Conferences} • Report any problem faced in the lab to the Helpdesk. • Perform miscellaneous job-related duties as assigned.		

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Minimum Qualifications:	• Bachelor's degree. • Skills in organizing resources and establishing priorities. • Ability to communicate technical information to non-technical personnel. • Thorough working knowledge of computer systems, hardware and software. • Working knowledge of audio-visual equipment. • Supervisory experience. • Familiarity with adult instructional methods.
No. of Positions Required:	3
Job Close Date:	01 June 2014

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Job Reference No.: JV544

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Lab Attendant	Academic Major:	Business Administration
Salary Range:	Very Competitive Package	Years of Experience:	1 year of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: • Takes care of labs' environment, as well as lab equipment • Observes and reports malfunctions and supply shortages • Helps Lab Supervisor with setting up schedules • Educates him/herself in Lab-related common knowledge concerning events, rules and regulations (keeping him/herself informed); educates him/herself in current computer software packages (knowing applications that are installed in labs) • Establishes and maintains permanent files about out of order equipment and copy paper requirements; files and retrieves files as requested • Maintains and regulates printing machines within designated labs; e.g. color printing regulation • Participation in IT training program • Performs other related duties as required.		
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