

مركز التوظيف وشؤون الخريجين



فرص وظيفية للخريجين في جامعة عجمان للعلوم والتكنولوجيا

Ref.#	Job Title	Major	Gender
JV545	Lab Technician	Electrical	Both
JV546	Marketing & Communication Manager	Marketing - Business Administration	Both
JV547	Operations Manager (Sales)	Business - Marketing	Both
JV548	Photographer	Mass Communication	Both
JV549	Procurement Officer	Business Administration	Both
JV550	Project Management Coordinator	Business Administration	Both
JV551	Radio and TV Studio Technician	Mass Communication (Radio & TV)	Both
JV552	Sales Executive	Business Administration	Both
JV553	Scholarship & Financial Coordinator	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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IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV545

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Lab Technician	Academic Major:	Electrical
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: • Perform periodical service for all equipment in electronic engineering labs. • Supervise and help engineering students in their projects. • Supply students with components required for their projects. • Prepare the equipment required for each experiment. • Maintain and repair different electrical equipment in the electronic engineering Labs. • Maintain and fix computers in the project Labs. • Keep and update for electronics components and equipment. • Participate in external exhibitions. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Knowledge of personal computer and other standard office equipment. • Thorough working knowledge of educational electronic equipment, computer hardware and software. • Skills in organizing resources and establishing priorities. • Ability to communicate technical information to students. • Supervisory Skills. • Familiarity with adult instructional methods. • Effective verbal and written communication skills in English language and Arabic language is an advantage.		
No. of Positions Required:	2		
Job Close Date:	01 June 2014		

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Job Reference No.: JV546

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Marketing & Communication Manager	Academic Major:	Marketing - Business Administration
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: • Direct specific activities at the institutional level to support communications strategies, including but not limited to advertising, institutional publications, and the University website. • Design comprehensive institutional marketing plans and programs, taking into consideration institutional image, message, and positioning, mission, goals, priorities and accomplishments of the University, the relationship between institutional marketing, and the specific marketing objectives of key university units. • Maintain a strategic marketing plan and program for the University, through which a consistent and appropriate content-based image is conveyed to a variety of audiences and which allows for sufficient flexibility to accommodate the diverse needs and activities of the University. • Provide strategic marketing counsel to University leadership, faculty, staff, students, and volunteers; serve as primary interface with other University constituencies in the implementation of institutional marketing and communication strategies. • Recommend, participate in the development of, and as appropriate, establish University policies and procedures; may serve on University planning and policy-making committees. • Establish and implement short- and long-range departmental goals, objectives, policies and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement. • Coordinate surveys, evaluations and assessments of external communications activities in order to determine the effectiveness of the University's marketing and communications plans and programs. • Oversee the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance. • Develop and manage annual budgets for the organization and performs periodic cost and productivity analyses. • Collaborate with University leadership in developing and implementing		

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	strategic marketing plans. • Work with a wide variety of AUST departments in creating successful marketing efforts aimed at the following target audiences: government and elected officials, general public, peers and the business community. • Supervise all mass media affairs that include covering the University activities in local and international media. • Perform miscellaneous job-related duties as assigned. Position requires: • Developing and implementing an institutional integrated marketing plan. • Overseeing the supervision of personnel in a Marketing Department. • Representing the University to internal/external constituencies. • Evaluating program and campaign effectiveness. • Managing a department budget.
Minimum Qualifications:	• Bachelor's degree. • Skill in budget preparation and fiscal management. • Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. • Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. • Ability to make administrative and procedural decisions. • Knowledge of management principles and practices. • Employee development and performance management skills. • Strategic planning skills. • Ability to plan and implement operational policies and procedures in area of expertise. • Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments. • Demonstrated ability to apply knowledge to specific communications and marketing programs and activities. • Ability to develop and deliver oral presentations and written materials for a variety of audiences and multiple venues. • Ability to foster a cooperative environment and to work in a collegial fashion with peers in other organizational units. • Demonstrated ability to integrate marketing principles, strategies, and techniques into web design and development. • Ability to plan, develop, direct, implement and evaluate strategic marketing plans, programs and activities applicable to a public university. • Knowledge of marketing concepts, principles, methodology and techniques. • Knowledge and understanding of current communication and marketing issues and trends applicable to educational institutions. • Ability to provide effective advice and counsel on strategic marketing issues and to exercise effective judgment. • Excellent written & spoken command of both English and Arabic languages.
No. of Positions Required:	1
Job Close Date:	01 June 2014

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Job Reference No.: JV547

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Operations Manager (Sales)	Academic Major:	Business - Marketing
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: • Lead sales team in order to reach goals and targets • Contribute in related AUST events management in coordination with the Communication and Marketing Manager. • Manage the daily operations of the center which provides manual, computer-based and other testing / training services. • In charge of the collection of Center's financial dues (current and future), and set and implement procedures to avoid dead debits. • Coordinate the preparation of reports of disbursements, special analyses, and information reports for management. • Evaluate and/or negotiate contracts for the purchase of services. • Manage cash, cash-related receipts, accounts receivable/payable, credit and collection of program revenue. • Supervision of personnel, which includes work allocation, training and motivating employees to achieve peak productivity and performance. • Research and Maximize all opportunities in the process of closing a sale resulting in the taking of market share from other competitors. • Suggest new training streams and make recommendations to prospects and clients with regards to their training needs. • Research and study advancements in testing technologies and methods and recommend and/or implements improvements in testing services. • Plan, develop, update and coordinate the execution of programs policy, procedures and operations. • Monitor compliance with university and CEC policies, procedures, regulations, and appropriate laws. • Develop new ideas for improvement. • Perform miscellaneous job-related duties as assigned.		

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Minimum Qualifications:	• Bachelor's degree. • Good knowledge of contracting process. • Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. • Advanced skills in formulating policies, developing and implementing new strategies and procedures. • Advanced skills in the use of computers office application (MS Office). • Ability to foster a cooperative work environment. • Advanced communication and leadership skills. • Familiarity with product management and spreadsheet applications is required. • Ability to maintain confidentiality of records and information. • Program planning and implementation skills. • Resources organization and priorities establishing skills. • Employee development and performance management skills.
No. of Positions Required:	1
Job Close Date:	01 June 2014

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Job Reference No.: JV548

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Photographer	Academic Major:	Mass Communication
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: • Prepare photographic materials including slides, prints etc.. • Provide technical assistance to the university community regarding photographic needs. • Perform location services, including documentation of special events and clinical/surgical processes. • Perform studio services including portraiture. • Responsible for rebuilding and archiving photos. • Supervise and/or lead lower graded staff and/or student employees. • Prepare the lighting and background and setting a certain mood as appropriate. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Strong interpersonal and communication skills and the ability to work effectively in a diverse environment. • Knowledge of photographic materials, techniques, and software related to the field and Photoshop. • Computer literate. • Ability to communicate technical information to non-technical personnel. • Excellent skills in Arabic and English Languages written and spoken. • Friendly Personality and social person. • Flexible working shifts.		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

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Job Reference No.: JV549

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Procurement Officer	Academic Major:	Business Administration
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: • Keep records of the qualified and appointed suppliers. • Review tenders, quotations and documents received from suppliers as per the University faculty/department requirements before making a purchasing decision. • Review purchasing requests and related documents received from end users to ensure compliance with established University procurement policies and procedures. • Process purchasing requests using the University's Oracle system. • Prepare simple procurement bids and proposals, to include supporting documentation, for evaluation and justification. • Interact with contracted vendors and end user departments to coordinate, facilitate, and resolve routine day-to-day procurement issues. • Validate and reconcile or refers vendor payment discrepancies as appropriate. • Maintain supplier's records and product information. • Provide routine advice and support to end user departments on procurement process and documentation issues; may provide assistance in user training and problem resolution. • Verify the quality of products after checking the samples of difference suppliers. • Perform miscellaneous job-related duties as assigned.		

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Minimum Qualifications:	• Bachelor's degree. • Ability to communicate effectively, both orally and in writing. • Knowledge of purchasing and contracting procedures, regulations, and documentation. • Excellent verbal and non-verbal communication skills in Arabic, English and Urdu. • Records maintenance skills. • Demonstrated advanced working knowledge of Microsoft Word, Excel, PowerPoint and Oracle System. • Ability to use independent judgment and to manage and impart confidential information. • Analytical and problem solving skills. • Ability to perform basic information research and compile statistical reports. • Have knowledge of accounting procedures and fiscal management and possess budgetary, analytical and forecasting skills.
No. of Positions Required:	1
Job Close Date:	01 June 2014

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Job Reference No.: JV550

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Project Management Coordinator	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: • Coordinate internal projects and provide regular updates. • Draft and circulate correspondence and internal and external reports. • Administration and support: Assist teams with logistics (meetings, workshops, photocopy, presentations, etc.), produce regular reporting, and take minutes in meetings. • Maintain Documentation Library or database: standards, examples, project docs, central management of MS Project files, etc. • Reporting: Project status, Scope changes, Project overview, Resource allocation and availability, Milestones, Projections, Gantt charts, Earned value. • Participate in the creation of processes and procedures. • Document Management and Management of Change Requests. • Update and Maintain Project Address Book, organize charts and distribute lists for the project. • Meeting Organization (internal/external), agenda and status updates • Updating vacation calendar, travel planning and booking. • Project PR, internal newsletters. • Administration Support of core team members. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • MS Office Tools (Word, Excel, Project, PowerPoint, Visio) • Understanding of Project Management Body of Knowledge (PMBOK) • Good problem-solver (independently and in team) and Pro-active attitude • Ability to follow instructions from PMO. • Proficiency in prioritizing and deadline management. • Ability to effectively manage time, prioritize work, multi-task across many assignments and delegate. • Skills matrix and identification of gaps, project organizational structure, resourcing contract maintenance & negotiation, project roles and responsibilities, timesheet and payment. • Ability to produce clear report. • Have knowledge of accounting procedures and fiscal management and		

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	possess budgetary, analytical and forecasting skills.
No. of Positions Required:	1
Job Close Date:	01 June 2014

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Job Reference No.: JV551

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Radio and TV 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: • Explain all the difficulties for students in recording, editing & directing in practical way. • Train students practically on using all kind of equipment in the Studio, including cameras, linear and non-linear video editing, and sound equipment. • Record & Cover all types of activities, meetings, and ceremonies (educational, cultural, social and sports ... etc.) either internal or external. • Store the recorded material in the archive of the college to be handled upon request. • Covers all AUST events through video recording and still photographs. • Maintain an archive of video tapes and digital photographs. • Prepares all Audio/Visual equipment for students. • Assist students in their projects that include video recording, editing and directing. • Prepare and maintain all of the available equipment in the studios. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Good communication skills and the ability to work well with people. • 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 studio equipment. • Records maintenance skills. • Ability to maintain calendars and schedule appointments. • 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		

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Job Reference No.: JV552

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Sales Executive	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: • Responsible for winning new business and maintain the sales targets with existing CEC customers. • Responsible for generating new corporate leads in order to increase sales. • Execute the annual business plan by focusing on exceeding sales quota. • Maximize all opportunities in the process of closing a sale resulting in the taking of market share from other competitors. • Sell consultatively and make recommendations to prospects and clients of the various solutions that CEC offers to meet their training needs. • Develop a database of qualified leads through referrals, telephone canvassing, face to face cold calling on business owners, direct mail, email, and networking. • Maintain accurate records of all sales and prospecting activities including sales calls, presentations, closed sales, and follow-up activities, including the use of CEC system to maintain accurate records to maximize sales. • Create and conduct effective proposal presentations. • Adheres to AUST and CEC policies, procedures and business ethics codes and ensures that they are communicated and implemented. • Maintain contacts with all clients in the market area to ensure high levels of Client Satisfaction. • Coordinate with the CEC Communication Officer to organize sales events. • Review own sales performance, aiming to meet or exceed targets. • Attending external events to increase sales activities. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Good Business acumen & building excellent relationship with all parties. • Excellent command of Arabic and English language skills. • Ability to organize, prioritizes, and schedule work assignments. • Advanced skills in the use of Microsoft Office applications. • Ability to foster a cooperative work environment. • Advanced communication and sales skills.		

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	• Ability to maintain confidentiality of records and information. • Program planning and implementation skills. • Resources organization and priorities establishing skills.
No. of Positions Required:	2
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Job Reference No.: JV553

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Scholarship & Financial Coordinator	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: - Coordinates financial aid processing, debt collections, scholarship and grants processing. - Answers questions, inquiries or requests of students, parents, lenders, guarantee agencies or staff in person, in writing or by telephone regarding financial aid eligibility and discounts - Mails applications, debt management letters & other documents or forms - Input information, changes, corrections or new discounts into database - Conduct routine exit interviews with students according to donor regulations & processes paperwork for students leaving school to inform them of obligations of aid agreements - Verifies accuracy of documents & consistency of data from need analysis processor, financial aid transcripts verification document & student information - Requests additional information for incomplete or inconsistent applications to perform accurate needs analysis		
Minimum Qualifications:	- Bachelor's degree. - Knowledge of automated processing - Skill in entering data accurately - Skill in making simple calculations - Ability to effectively communicate - Accurate with ability to prioritize information in a timely manner		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

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