

مركز التوظيف وشؤون الخريجين



فرص وظيفية للخريجين في جامعة عجمان للعلوم والتكنولوجيا

Ref.#	Job Title	Major	Gender
JV560	Teaching Assistant	Electrical - Architecture - Pharmacy - Mass Communication	Both
JV561	Teller	Accounting	Both
JV562	Training Officer	Business Administration	Both
JV563	Translator - Proofreader	English Literature – Applied Linguistics (TESOL) – General Linguistics – Translation Studies	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.: JV560

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Teaching Assistant	Academic Major:	Electrical / Interior design / Architecture / Biomedical / Pharmacy / Mass Communication
Salary Range:	Very Competitive Package	Years of Experience:	1 - 2 years of experience
Job Location:	Ajman	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	ESSENTIAL DUTIES & RESPONSIBILITIES: • Provide support to the teacher to ensure a safe and stimulating educational environment. • Assist the teacher in planning and preparation for daily activities; aids instructional efforts of the Faculty. • Assist the faculty in preparing lesson outlines, plans, and curricula in assigned areas. • Plan, prepare, and develop various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts. • Present subject matter to students, under the guidance of a Faculty staff, utilizing a variety of methods including discussions and role playing. • Lead classroom activities. • Assist students, individually or in groups, with lesson assignments to present or reinforce learning concepts. • May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; • May participate in the recruitment of volunteers, as appropriate to the area of operation. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Ability to communicate effectively, both orally and in writing. • Ability to understand and follow specific instructions and procedures. • Ability to provide activities for students that encourage learning abilities. • Supervisory skills. • Ability to provide a supportive and caring environment for students. • Skill in preparing instructional aids and plans.		
No. of Positions Required:	6		

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.: JV561

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Teller	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: • Receive and receipt a variety of payments and other cash and cash-related transactions. • Prepare cash receipts for bank deposit. • Prepare daily cash reports and balances the cash drawer. • Reconcile cash, check, and credit card receipts daily, and investigate and resolve any out-of-balance problems. • Assist individuals in the accurate application of their transactions, and when necessary, research records on electronic and other available files to provide information regarding financial status. • Provide information to students and parents regarding rules, policies, and procedures related to cash and cash-related transactions. • Direct students to proper offices, as appropriate, to seek resolution of problems beyond the information available to the cashier. • Maintain confidentiality of University and students records. • Project currency and coin requirements and reorders as necessary. • May answer telephones, set up accounts, post invoices, prepare routine billings, and file cashing documents. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Ability to calculate numbers, correct entries, and post to records. • Ability to maintain confidentiality of records and information. • Ability to analyze and solve problems. • Knowledge of cash management principles and/or procedures. • Ability to effectively communicate accounting information, policies, and/or procedures in a manner easily understood by the customer. • Account balancing skills. • Knowledge of computerized information systems used in financial and/or accounting applications.		
No. of Positions Required:	1		
Job Close Date:	01 June 2014		

Center for Career Placement & Alumni

Graduate Placement Services (GPS)

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



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.: JV562

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Training 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: • Coordinate with internal external parties with regards to training courses. • Maintain the database of CEC's customers. • Coordination with faculties regarding the students' training programs. • Research, collect, and analyze data; prepare scheduled and ad hoc reports, using database programming techniques; maintains records and statistical information for the center. • Provide technical assistance in the design and development of training materials and reports through formatting, graphic design, and editing. • Work with subject matter experts to develop outlines for new training courses and/or modifications to existing courses. • Assist with departmental budgeting and monitors expenses for cost-effectiveness. • Perform various operational, clerical, and/or administrative support tasks as assigned. • Develop and maintain pool of trainers within AUST and external parties. • Undertake integrated special projects, plan and coordinate special events, and handle the administrative tasks of the office and its various activities. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Ability to effectively manage time and schedules. • Ability to communicate effectively, both orally and in writing using both languages Arabic and English. • Ability to understand and interpret educational needs and to develop effective instructional media solutions. • Knowledge of customer service standards and procedures. • Knowledge of communication principles, media, and marketing techniques. • Organizing and coordinating skills. • Ability to create complex, original graphic design and comprehensive layout concepts. • Knowledge of database construction, management, and retrieval methods. • Ability to make administrative/procedural decisions and judgments.		

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

	Skill in preparing instructional aids and plans.
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



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.: JV563

Company Name: Ajman University of Science and Technology

Company Type: Private



Job Position/Title:	Translator/Proofreader	Academic Major:	English Literature – Applied Linguistics (TESOL) – General Linguistics – Translation Studies
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: • Provide English/Arabic language translation of University documents. • Compile data and writes or revises text for informative, instructional, or promotional articles, user documentation, newsletters, electronic database publications, media guides, or similar materials of a technical nature. • Assist with departmental education and/or public relations events. • Translate/ proofread written educational materials ensuring document is translated faithfully into the source language. • Manage the translation/ proofreading process of each requested document. • Interpret communication between the staff or faculty and the non-English speaking population. • Serve as translator/ proofreader at various venues, both on-and off-site, and in various situations, take minutes for the meeting as required during the performance of services. • Perform administrative, clerical, and/or record-keeping duties associated with services being provided by the operating department, as appropriate. • Perform miscellaneous job-related duties as assigned.		
Minimum Qualifications:	• Bachelor's degree. • Arabic and English languages written translation skills. • Native-like proficiency in Arabic and English languages. • Must demonstrate the ability to accurately translate written materials from source to target language. • Ability to write, edit, and/or revise a range of technical communications from specifically compiled raw data. • Skill in collecting, analyzing, verifying, and manipulating research data. • Excellent communication skills.		

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

	• Experience in dealing with media related responsibilities preferably in higher education institutions. • Efficient organizational, administrative and time- management skills. • Knowledge of spelling, punctuation and grammar. • Skill in the use of personal computers and related software applications. • Ability to perform basic office tasks such as typing or filing.
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

