

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

JOB VACANCY FORM®

Job Reference No.: JV789

Company Name: United Arab Emirates University

Company Type: Government



Job Position/Title:	Event Management Coordinator	Academic Major:	All IT major
Salary Range:	7000 to 18000 AED	Years of Experience:	A minimum of 3 to 5 years of experience in managing & organizing events and in providing customer services.
Job Location:	Alain	Job Type:	Permanent
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Manages and supervise on-site events in and outside the UAEU • Maintains weekly and monthly events calendar; updates calendar as required. • Management and upkeep of all audio visual equipment in events. • Maintains inventory of facility/department equipment • Manage holistic events experience: set up equipment, and all other necessary tasks. • Liaising with clients to ascertain their precise event requirements and production of detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets. • Securing and booking a suitable venue or location if required. • Assist with preparing budgets and provide periodic progress reports to staff directors for each event project. • Keep track of event finances including check requests, invoicing, and reporting. • Attends events to facilitate operations and responds to emergencies, problems, etc., • Ensures all aspects of events are implemented and controlled according to plans. • Maintains direct contact with personnel from the various outside organizations and university departments associated with scheduled events. • In charge of all AV equipment and related issues in UAEU • Responsible to adhere with all information security policies and procedures of the University. • Other duties as assigned by management		
Minimum Qualifications:	Excellent communication skills. • Ability to manage multiple projects and work assignments • Ability to accomplish projects with little supervision.		



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	• Fantastic customer service ethic and high expectations for quality. • Ability to troubleshoot technical issues and an ability to come up with creative solutions. • An inquisitive mind and creative thinking skills are a must. Excellent communication, people, and English skills required to deal with an international academic clientele. Arabic fluency also desired. • Knowledge with major multimedia equipment such as: Polycom, Legacy Tandberg, Cisco, MCU and control systems from Polycom, Legacy Tandberg, Cisco, etc. • Knowledge in Audio Visual Solutions including Videoconferencing, Multimedia, Distance Learning, Facility coordination or Networking systems preferred. • Ability to thrive in a fast-paced high-end customer focused corporate environment. • Experience providing meeting operations and presentation technology support. • Good understanding of the network protocols and video communication standards • Good organizational skills with the ability to prioritize and multi-task. • Work effectively both independently and within a team. • Demonstrate flexibility (off-hour setup requests, etc.)
No. of Positions Required:	1
Job Close Date:	Open Until Filled

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

To Apply, UAEU Graduates/Alumni should send their CVs to:

cio.office@UAEU.AC.AE

