

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

**JOB VACANCY FORM<sup>®</sup>**

**Job Reference No.:** JV833

**Company Name:** United Arab Emirates University

**Company Type:** Government



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| <b>Job Position/Title:</b>     | Event Management Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Academic Major:</b>      | All IT Majors                                                                                               |
| <b>Salary Range:</b>           | 7000 to 18000 AED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Years of Experience:</b> | A minimum of 3 to 5 years of experience in managing & organizing events and in providing customer services. |
| <b>Job Location:</b>           | Al Ain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Job Type:</b>            | Full-time                                                                                                   |
| <b>Nationality:</b>            | Only UAE Nationals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Gender:</b>              | Male                                                                                                        |
| <b>Job Description:</b>        | <p>Manages and supervise on-site events in and outside the UAEU</p> <ul style="list-style-type: none"> <li>• Maintains weekly and monthly events calendar; updates calendar as required.</li> <li>• Management and upkeep of all audio visual equipment in events.</li> <li>• Maintains inventory of facility/department equipment</li> <li>• Manage holistic events experience: set up equipment, and all other necessary tasks.</li> <li>• 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.</li> <li>• Securing and booking a suitable venue or location if required.</li> <li>• Assist with preparing budgets and provide periodic progress reports to staff directors for each event project.</li> <li>• Keep track of event finances including check requests, invoicing, and reporting.</li> <li>• Attends events to facilitate operations and responds to emergencies, problems, etc.,</li> <li>• Ensures all aspects of events are implemented and controlled according to plans.</li> <li>• Maintains direct contact with personnel from the various outside organizations and university departments associated with scheduled events.</li> <li>• In charge of all AV equipment and related issues in UAEU</li> <li>• Responsible to adhere with all information security policies and procedures of the University.</li> <li>• Other duties as assigned by management</li> </ul> |                             |                                                                                                             |
| <b>Minimum Qualifications:</b> | <p>Bachelor's Degree. •Excellent communication skills. • Ability to manage multiple projects and work assignments • Ability to accomplish projects with little supervision. • 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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                                                                                                             |

## Center for Career Placement & Alumni

### Graduate Placement Services (GPS)

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|                                   | <ul style="list-style-type: none"> <li>thrive in a fast-paced high-end customer focused corporate environment.</li> <li>Experience providing meeting operations and presentation technology support.</li> <li>• Good understanding of the network protocols and video communication standards</li> <li>• Good organizational skills with the ability to prioritize and multi-task.</li> <li>• Work effectively both independently and within a team.</li> <li>• Demonstrate flexibility (off-hour setup requests, etc.)</li> </ul> |
| <b>No. of Positions Required:</b> | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Job Close Date:</b>            | 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**



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