AMERICAN UNIVERSITY of AFGHANISTAN

Vacancy Position Announcement

Position Title: Student Development Specialist / Student Engagement Coordinator
Department: Student Affairs
Reports to: Director of Student Affairs

The American University of Afghanistan (AUAF) seeks a Student Development Specialist to assist in the daily operations of the Office of Student Affairs. The anticipated start date would be Aug 1, 2016 but this is somewhat negotiable.

AUAF, which is located in Kabul and funded in substantial part by the United States Agency for International Development (USAID), is entering a new phase of its development with a rapidly increasing enrollment and the construction of our new campus now underway. We offer both a challenging and rewarding environment for faculty and staff. Current enrollment figures are around 1,000 students. The Office of Student Affairs is an integral part of the university’s plans to provide student support services equivalent to those found in American colleges and universities but reflecting the special needs and circumstances of a unique Afghan student body.

The student development specialist is responsible for advising primarily first-year students in the undergraduate program (UG), teaching at least three sections of the 1-credit UNV 100 (University Success Course) each semester (and summer as needed), and will coordinate student activities and events on campus.

Job Responsibilities:

- Serve as an academic advisor for freshmen students.
- Teach three sections of 1-credit UNV 100 class each semester.
- Develop and implement student engagement plan to provide a diverse range of activities to enrich the student experience.
- Oversee the Student Government Association (SGA) and student clubs election process to ensure there is a maximum engagement in the democratic process and to provide training for elected officers.
- Provide support and mentorship to the SGA members and student club leaders and facilitate their activities and event.
- Coordinate student activities and events with other relevant departments such as Communication, Facilities, Finance, and Procurement departments.
- Assist with various campus events including new student orientation, the annual convocation and graduation ceremonies.
- Oversee the AUAF gymnasium and supervise sport activities coordinators.
- Organize career service workshops and coordinate career services.
- Demonstrate a professional attitude, philosophy, and commitment which promote student growth and learning.
- Serve on committees both formal and ad hoc as assigned.
- Maintain accurate student records for advising, grading and attendance, and submitting grade reports within the established deadlines.
- Perform all and additional duties as assigned by the Director of Student Affairs.
Required Qualifications:

- Master’s Degree, preferably in student affairs or higher education or a closely related field.
- 1-3 years professional experience, preferably in a college or university environment.
- Excellent verbal and written English communication and presentation skill.
- Advanced proficiency in MS Suite of products including Word, Excel and PowerPoint.

Desired Qualifications:

- Knowledge of theories and best practices of student development.
- Experience working in an Islamic country and/or a developing nation.
- Teaching experience.
- Understanding and/or direct work experience within the American system of higher education.
- Work experience with international and ESL students.
- Experience in a diverse, multi-cultural working environment.

Application Process:

Any interested persons must apply by sending the following information. Any applications that do not contain all three items listed will not be considered for the position:

1) Cover Letter
2) Resume
3) List of three Professional References (this list must contain the names, job titles, phone numbers and email addresses as well as how you know each person).

Applications will be screened as soon as they are received. We are aggressively looking to fill these very important positions as soon as we find the appropriate candidates.

*Only qualified applicants will be contacted to set up formal interviews.*

The complete application packet should be submitted in MS Word or PDF format to: jobs@auaf.edu.af.