Job Announcement

Position Title: MBA Coordinator
Reports To: MBA Director
Location: Kabul, Afghanistan

AUAF Background:

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer 4 undergraduate academic majors and a MBA program. We follow a strict non-discriminatory policy, and applicants from all ethnic, religious and economic backgrounds are encouraged to apply. We are a young, dynamic university with a student population of nearly 1,100 and we hope to reach 1,200 students by the spring 2016 academic semester. Construction has been underway on a new 75 acre international campus.

The AUAF MBA Program is seeking a qualified candidate for a Full-time position as MBA Coordinator based in Kabul.

Major Duties and Responsibilities:

The MBA Coordinator supports the program director by performing administrative duties related to planning, directing and coordinating both the academic and operational activities of the MBA Program. It also provides educational coordination between MBA Director, Professors, and Administrative Offices. Major duties and responsibilities include but not limited to:

- The MBA Coordinator will be responsible for program development and implementation of newly developed MBA programs;
- Assist the administration of the MBA program department;
- Support the MBA program director by scheduling meetings, providing agenda and minutes;
- Supervise main campus events, such as orientation, leadership development programs, and other relevant MBA program events;
- Provide on-site supervision of events and activities;
- Produce reports of the program-related expenditures;
- Assist, organize and analyse day to day activities of MBA Program to help the director to make informed and timely decisions;
- Serve as liaison between MBA director and students;
- Support, communicate, liaise and solve various MBA student issues in their academic affairs through good communication, planning, and coordination to improve student engagement;
- Maintain and update schedules and keep students informed on a timely basis;
• Assist in organizing and overseeing MBA exams to maintain fair, timely and transparent process;
• Provide MBA Professors with administrative support, enable them to stay focused on the task most important to the MBA program;

Essential Qualifications:

• The position requires the incumbent to reside in Afghanistan
• Bachelor degree in management or any relevant field
• Strong English communication is required in both written and spoken
• At least four years of administration, liaison and coordination experience
• Excellent interpersonal and customer service skills
• Strong conflict resolution skill
• Great knowledge of computer skills (Word, Excel, Power Point)

Submission Guideline:

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af applications are accepted in English only. Please include “MBA Coordinator” in the subject line of the email.

Application Deadline:

All applications must be submitted on or before May 31, 2016. After reviews of the applicants, formal interviews for the finalists will be set up in Kabul on the AUAF International Campus.

*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: nationaljobs@auaf.edu.af