

## **Vacancy Announcement**

**Position Title:** Student Development Specialist – First Year Experience Coordinator  
**Reports To:** Director of Student Affairs  
**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 four undergraduate academic majors and an 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 and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

### **Job Summary:**

The Student Development Specialist – First Year Experience Coordinator is responsible for advising primarily first-year students in the undergraduate program (UG), and teaching up to 3 sections of the 1-credit UNV 100: University Success seminar each semester (and summer as needed). The person in this position will also oversee all aspects of the First Year Experience program to help increase the retention and success rates of new students.

### **Major Duties and Responsibilities:**

The Student Development Specialist's duties and responsibilities include, but are not limited to, the following:

- Direct operations of the Freshman Year Experience (FYE) program, including hiring, supervising, and evaluating peer mentors, organizing New Student Orientation and convocations, tracking and supporting at-risk first-year students, overseeing the development of the UNV 100 – University Success course, etc,
- In collaboration with the Registrar's Office, tracks student enrollment and retention statistics, gathers data, and writes reports regarding program success and impact.
- Coordinate First-Year Experience program activities with other departments within AUAF,
- Serve as an academic advisor for freshmen students,
- Teach up to 3 sections of 1-credit UNV 100 - University Success, each semester,
- Overseeing the continued improvement and development of UNV 100 – University Success, including: preparing course syllabi, lesson plans, developing class activities and projects.
- Maintain accurate student records for advising, grading and attendance, and submitting grade reports within the established deadlines.

- Demonstrate a professional attitude, philosophy, and commitment which promotes student growth and learning,
- Serve on committees both formal and ad hoc as assigned,
- Demonstrate a commitment to the institutional mission, goals, and objectives,
- Adhere to AUAF Faculty and/or Staff Handbooks as applicable and other university policies and procedures.
- Develop, maintain, and promote a positive working environment among faculty and other co-workers.
- Perform all additional duties as assigned by the Director of Student Affairs.

**Required Qualification and Experience:**

- Master's degree in Student Affairs, College Student Personnel, Higher Education, or a closely related field.
- 1-5 years of experience working in a college or university environment.
- Understanding of college student development theory.
- Understanding of how First-Year Experience initiatives improve the retention and success of new students
- Understanding and/or direct work experience within the American system of higher education

Preferred qualifications and experience

1. Experience working in an Islamic country and/or a developing nation.
2. Teaching experience.
3. Work experience with international and ESL students.
4. Experience in a diverse, multi-cultural working environment.

**Skills:**

- Knowledge of policies and procedures of an academic environment.
- Knowledge of theories and best practices of student development.
- Excellent command of the English language.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality.
- Knowledge of housing and residence life within a university environment.
- Knowledge of student activities, event planning, and/or new student orientation.
- Direct experience working within an American system of higher education.
- Ability and knowledge in maintaining a high degree of professionalism.
- Ability to operate a personal computer including Microsoft Office programs.
- Work-plan development
- Problem solving and decision making
- Capacity Building

**Submission Guideline:**

Applicants must submit their resume cover letter and list of three professional references in one document as PDF or MS Word to [jobs@auaf.edu.af](mailto:jobs@auaf.edu.af) Applications are accepted in English only. Please include "**Student Development Specialist – First Year Experience Coordinator**" in the subject line of the email.

**Application Deadline:** All applications must be submitted on or before July 5th, 2019. After reviews of the applicants, interviews for the finalists will be set up in Kabul on the AUAF Campus.