

## **Vacancy Announcement**

**Position Title:** Senior Business Department Coordinator  
**Reports To:** Chair of the Business Department  
**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. The AUAF's Business Department is seeking a qualified candidate for a full time position as Business Department Coordinator

The AUAF's Business department is seeking a qualified candidate for a full time position as Senior Business Department Coordinator based in Kabul.

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

The overall objective of the role is to support the Business Department in their daily activities and duties. The position will include the following duties:

- Advising MBA and BBA students
- Managing MBA student affairs
- Daily operations of the business department
- Ordering textbooks and supplies for faculty and business department
- Planning and Organizing Business Department events
- Communicating schedules
- Provide support to Business Department faculty
- Identifying the courses that need to be offered each semester by analyzing MBA student data
- Admissions and orientation of a new MBA cohorts
- Daily duties as assigned by the department chair.

### **Qualifications Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in Business Administration, Master's degree preferred
- At least four years of relevant experience
- Excellent written and spoken English; ability to translate between English and local languages
- Excellent communication skills

- Excellent organizational skills
- Excellent time management skills
- Flexibility
- Excellent problem solving skills
- Patience and understanding with students
- Good creative skills
- Strong ability with Excel and with organizational systems (Powercampus, Canvas, etc...)
- Willingness to learn
- Dedication and strong work ethic

**Submission Guideline:**

Applicants must submit their resume and cover letter in one document to [nationaljobs@auaf.edu.af](mailto:nationaljobs@auaf.edu.af) Applications are accepted in English only. Please include "**Senior Business Department Coordinator**" in the subject line of your email.

**Application Deadline:**

All applications must be submitted on or before July 04, 2019. After reviews of the applications, formal interviews for the finalists will be set up on the AUAF campus.