

Vacancy Announcement

Position Title: Senior External Relations 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 External Relations Coordinator.

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

Job Summary:

The Senior External Relations Coordinator has the responsibility to develop relationships with Afghan businesses, government and international organizations for the purposes of promoting business education at the American University of Afghanistan, developing employment opportunities for graduates, developing and monitoring internship opportunities for students, promoting the business faculty's advisory board, and assisting the Chair of the Business Department in various other tasks.

Major Duties and Responsibilities:

- Build relations between AUAF Business Department and public/private sectors
- Initiate and lead business events and networking activities
- Lobby on behalf of business department in private sector
- Creating internship, job, and field trips.
- Support and manage Business Department events
- Management of the Business Advisory Board.
- Initiate and implement outreach activities
- Support other units and stakeholders of business department
- Resolve questions and concerns from external parties
- Support for department projects
- Advise and support business clubs

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 and interpersonal skills
- Excellent organizational skills
- Excellent time management skills
- Flexibility
- Excellent problem solving skills
- Experience in sales and account development
- Good creative skills
- Strong ability with Excel
- 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 Applications are accepted in English only. Please include "**Senior External Relations 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.