

Vacancy Announcement

Position Title: Senior Business Department Coordinator
Department: Business
Reports To: Chair of the Business Department
Location: Kabul, Afghanistan
No. of position: 1
Vacancy #: AF-N-49-2020
Position Announcement close date: Open until the position is filled

Overview

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit, nationally-accredited university offering an American-style liberal arts education. We are a dynamic university with a student population of over 1,000 students.

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

Responsibilities and duties:

The overall objective of the role is to support the Business Department in their administrative activities and duties related to planning directing and coordinating the operational activities of the department, and providing educational coordination between the Department Chair, MBA Director, professors, students and staff. The position will include the following duties:

- Advising MBA and BBA students
- Managing Business student affairs activities
- Daily operations and administration of the business department
- Ordering textbooks and supplies for faculty and business department
- Planning, Supervising and Organizing Business Department events and meetings with stakeholders
- Communicating schedules
- Provide support to Business Department faculty
- Identifying the courses that need to be offered each semester by analyzing student data
- Admissions and orientation of a new MBA cohorts and undergraduate students as needed.
- Design and support of orientation and other related programs
- Produce reports of programs, expenditures, completion rates
- Assist and analyze
- Daily duties as assigned by the department chair.

Qualifications

- Master's degree preferred, Bachelor's degree in Business Administration from an accredited institution preferred
- At least five years of relevant experience
- Excellent written and spoken English; ability to translate between English and local languages
- Excellent communication and 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...)
- Ability to independently produce reports and analyze data using Excel
- Willingness to learn
- Dedication and strong work ethic
- Demonstrated leadership in leading a committee, program or key activity
- Experience in Planning
- A willingness to commit to serve in the role for 3 years or more.

To Apply

To apply, please send as a single PDF document: a cover letter, curriculum vitae (CV) and contact information for three references to nationaljobs@auaf.edu.af Review of applications will begin immediately and will continue until the position is filled. Please, include **AF-N-49-2020- Senior Business Department Coordinator** in the subject line of the email, otherwise, the application will not be considered. Applications in languages other than English will not be reviewed. Please be advised that only shortlisted candidates will be contacted. A written test or example of work may be used as a form of screening.

If hired, the successful applicant is expected to provide official proof of academic degrees (transcripts sent from the degree-granting school directly to AUAF).

AUAF does not charge recruitment fees to applicants.

AUAF is an equal opportunity employer that values diversity at all levels. AUAF follows a strict non-discriminatory policy in its selection and employment practices. All applicants will receive equal consideration and applicants from all ethnic, religious and economic backgrounds are encouraged to apply.