

**JOB DESCRIPTION**  
**STUDENT AFFAIRS OFFICER**

JOB DETAILS			
Position Title:	Student Affairs Officer – Major Events	Grade	
Department/Division:	Student Affairs		
Reports to:	Associate Director – Student Affairs		
Supervises:	None		
Last Updated on:	July 17, 2024		

**Job Purpose**

To serve RIT students (undergraduates and graduates) and the university to develop, implement and monitor non-academic student support activities with an emphasis on major campus events to enhance RIT Dubai’s student experience.

**Main Duties and Responsibilities:**

- Lead major campus events and serve as the main PoC for Student Affairs programming in the evenings and on weekends
- Contribute to the development and implementation of RIT Dubai’s orientation programs and ensure successful implementation in a bid to enhance the student experience
- Work in collaboration with staff, faculty departments and campus partners to develop, improve and promote a dynamic student life programming experience for the university’s campus
- Provide assistance and support to the Student Government and student clubs and organizations as required, on all student related activities and events and ensure all student events are executed in line with RIT policies and procedures in a bid to maximum the student experience
- Report all planned expenditure for all student affairs related activities and services as per RIT policies and procedures
- Serves as a point of contact for all student affairs initiatives, providing counsel and direction on the university’s policies and procedures
- Address and respond to student enquiries in a timely manner as per RIT policies and procedures
- Establish and maintain good relationships with relevant staff members, regularly communicating relevant information
- Ensures that student issues related to Student Affairs are effectively managed to a successful resolution, providing a clear and customer-focused summary of the issue to all relevant staff and if appropriate to any external parties
- Act as a representative on behalf of the Student Affairs Office in university committees as and when required to ensure students are supported (i.e., conduct hearing committees, academic integrity committees etc)
- Responsible for assisting collating, reviewing, and communicating all relevant global announcements related to Student Affairs for the UAE campus on behalf of RIT global campuses
- Responsible for sharing relevant media report(s) concerning student affairs to RIT New York on behalf of RIT Dubai

- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate
- Maintaining a friendly yet professional boundary with students
- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the Institute
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate

### **Required Minimum Qualifications**

- Bachelor's degree in a related or relevant field, a business degree is advantageous
- Minimum of three (3) years of relevant event experience
- Previous experience of student affairs and/or student government / student unions work would be advantageous

### **Application Procedure:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu) and include the following in your application:

- Subject line must include the source, your name and position you are applying for; (Name – Student Affairs Officer)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website: [www.dubai.rit.edu](http://www.dubai.rit.edu).