

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Senior Officer - Student Events & Culture
Reports to:	Section Head - Student Events & Culture
Department	Student Affairs
Location:	Abu Dhabi, UAE
Grade:	5
Prepared / Revised on:	January, 2024

2. JOB PURPOSE / ROLE:

Support the Student Events & Culture section by performing tasks related to events while planning and implementing performances, programs and events as well as providing on-site supervision. This position plays a key role in providing students with opportunities for creative expression, skill development, and personal enrichment through various artistic mediums.

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	0
	Total:	0

4. KEY ACCOUNTABILITIES:

Key Priority	Key Activities
<ul style="list-style-type: none"> Events Coordination 	<ul style="list-style-type: none"> Under the supervision of the Section Head-Student Events, plan, direct, and coordinate the programming aspects of events, concerts, exhibitions, festivals, workshops, and performances at SUAD. Recommend program content, format, and schedule of events; negotiate with artists; and coordinate arrangements and logistics for events. Collaborate with event planning team to coordinate logistics, set up venue layouts, and ensure all necessary equipment and materials are in place prior to the event. Provide on-site support to vendors, performers, and attendees during the events, while maintaining a positive and welcoming atmosphere. Supervise the implementation of student clubs events, ensuring they cater to the diverse interests and developmental needs of students. Coordinate class schedules, room reservations, and logistical arrangements to ensure smooth operations of weekly art classes and workshops. Monitor and evaluate the effectiveness of art classes, soliciting feedback from participants and stakeholders to inform program improvements and enhancements. Support and work closely with art instructors to lead weekly art classes and workshops, ensuring they have everything needed to run their classes smoothly.

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▪ Student guidance	<ul style="list-style-type: none"> ▪ Collaborate with student leaders to facilitate the establishment of new clubs, including assisting with the development of club constitutions, recruitment strategies, and event planning. ▪ Provide ongoing support and mentorship to club leaders, offering guidance on leadership development, event management, budgeting, and organizational sustainability.
▪ Logistical Support	Provide support for all assigned events; maintain liaison with event clientele; ensure facilities are properly prepared; resolve problems before, during and after event.
▪ Reports	Provides regular reports to the line manager on the event participation details, costs and outcome.
▪ Related Assignments	Perform other related duties or assignments as directed by the Line Manager

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- Bachelor's degree in a relevant field. Master's degree preferred

Minimum Experience:

- 7 years of experience in events organising, preferably within the Higher Education sector.

Job-Specific Skills:

- Communication skills
- Interpersonal skills
- Organizing skills
- Problem solving skills
- Languages: English and Arabic. French will be an added advantage