

JOB DESCRIPTION

Job Title:	Compliance Coordinator
Reporting Relationship:	Director of the Office of Institutional Effectiveness (OIE)
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full time
Application Deadline:	The position is open, until filled

About Us

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. [Read more.](#)

About the Position

The Compliance Coordinator works as part of a team in the GSU Office of Institutional Effectiveness (OIE) which is responsible for monitoring progress in matters related to Quality Enhancement and Assurance of GSU's progress in areas of teaching, research, and knowledge production, with the objective of creating the best learning environment for faculty and graduate students, and most important is ensure that the institute achieves the highest ranking possible within the global educational ranking systems. The overall mission of the OIE is to provide support through the development of a mechanism for collecting data on the institute's progress as required by UAE-CAA. The main objective of the OIE is to enhance the institute's ranking according to the international standards of research and teaching institutions. Working collaboratively with other professionals in the OIE, academic programs and administrative units across GSU, the Research Analyst ensures the conducting of an ongoing evaluation through feedback from faculty, students, and staff, leading to constant improvement and maintenance of academic standards. The goal is to demonstrate to all stakeholders the high quality of teaching, learning, research, and publishing output of its faculty and graduate students, and to make sure they meet the standards and expectations according to the best practices in global peer institutions. This will be achieved by developing risk-based institutional and subject-for-review processes.



The prospective candidate for the position should have a background and long-term experience and understanding of the academic quality framework, including enhancement and assurance (QE&A) mechanisms; and a commitment to promoting and developing the consistency of the institute's engagement with quality processes to enhance the student learning experience and faculty research output.

Position Summary

The objective of the Compliance Coordinator is to support the Director of the Office of Institutional Effectiveness in all related business and operational functions of the OIE to ensure quality assurance of GSU. Furthermore, the Compliance Coordinator is responsible for working with administrators to review, manage, and maintain university policies and procedures and ensure the continuous compliance of the University with accrediting bodies. Reporting to the Director of OIE, the Compliance Coordinator is responsible for ensuring that the university's policies, procedures, and practices comply with all relevant accreditation standards and regulatory requirements. This role is crucial in maintaining the institution's accreditation status and ensuring that the university operates within the legal and regulatory framework set by educational authorities.

Key Responsibilities

- Monitor and ensure compliance with accreditation standards set by national and international accrediting bodies
- Maintain up-to-date knowledge of accreditation requirements and communicate changes to relevant university stakeholders
- Ensure that all institutional policies and procedures adhere to local and international regulatory requirements
- Review and update university policies to align with current regulations and accreditation standards
- Work closely with legal and academic departments to interpret and implement regulatory requirements within the university context
- Work with administrators to ensure that institutional policies and procedures comply with accreditation standards and regulatory requirements
- Ensure that GSU policies and procedures are organized per the requirements of the Commission for Academic Accreditation (CAA)
- Collaborate with various university departments to ensure that policies are effectively communicated and implemented
- Handle confidential documents and information (reports and mail)
- Provide administrative support to the Director of the OIE in the various functions and activities carried out by the Office of Institutional Effectiveness



- Assist in the preparation of the GSU Factbook and fact sheet. - Policies and Procedures • Follow up on university policies and procedures through coordinating, maintaining and updating the policies' log
- Annually prepare the Policies, Procedures and Regulations Manual (PPRM) under the direction of the Director of Institutional Effectiveness.
- Update the accreditation calendar to ensure that GSU remains compliant with accrediting bodies and meets its quality assurance requirements
- Assist whenever required with the preparation of any accreditation or inspection visit, including the visits of the UAE Ministry of Education, CAA, SACSCOC, or any other accrediting body
- Follow up on Substantive Change (SC) applications and update the SC log
- Assist with the preparation, review and submission of accreditation reports and requirements.
- Complete other related tasks or projects assigned by the Director of OIE

Academic Qualifications

- Minimum of bachelor's degree in a relevant field

Professional Experience

- Minimum of 3 years of experience in compliance, accreditation, or a related field within higher education

Competencies and Skills

- Strong understanding of accreditation processes and regulatory requirements
- Ability to interpret complex regulations
- Expertise with Microsoft Office
- Excellent attention to detail and organizational skills
- Strong interpersonal, written and communication skills
- Excellent oral and written communication skills in English, with a preference for proficiency in Arabic
- Strong team skills
- Organizational and time management skills
- Attention to detail and ability to follow through
- Ability to assist faculty, students and staff as needed
- Ability to professionally represent the University, if necessary
- Experience with policy development and review is an advantage



If you are interested, please submit your CV and Cover Letter via email to careers@theafricaninstitute.org. Kindly include the position you are applying for in the subject line.

Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing, and transportation, children school fees allowances subject to coordination of benefits.

GSU is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply.



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