

JOB DESCRIPTION

Job Title:	Career Placement, Alumni & Dual Career Officer
Reporting Relationship:	Director of Academic Affairs
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	August 2025
Job Status:	Full time
Application Deadline:	The position is open, until filled
Role Purpose:	Responsible for providing high-level professional administrative support

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 Career Placement, Alumni & Dual Career Officer leads initiatives to support student employability, alumni engagement, and dual career services. This includes delivering individualized and group career support, cultivating UAE-based and international employer relationships, maintaining alumni networks, and advising accompanying partners of faculty. The officer plays a critical role in ensuring students are prepared for employment in competitive and diverse job markets, and that alumni connected, and faculty families are supported.

Key Responsibilities

Career Development & Placement:

- Establish and maintain strong relationships with local, regional, and international employers to secure cooperations, internship, and job placements for students and graduates
- Plan and execute career-related events such as job fairs, employer information sessions, and mock interviews, in coordination with external partners



- Conduct site visits for internship and placement supervision and maintain regular employer engagement through marketing, conferences, and networking events
- Develop and deliver career-related presentations, workshops, and career development training sessions for new and continuing students
- Support students with resume/CV development, interview preparation, and job search strategies
- Develop and publish regular career opportunities and other related communications materials

Research & Resource Development

- Conduct labor market research and benchmarking to ensure an up-to-date understanding of employer needs and best practices in higher education career services
- Contribute to the preparation of employer target lists aligned with student academic and career interests
- Collect and analyze data on employment outcomes, employer feedback, and student satisfaction to assess the effectiveness of career services
- Maintain and review resource libraries, visual displays, and digital content to ensure accuracy and relevance

Student & Employer Engagement

- Respond to and follow up on inquiries related to student recruitment and employment opportunities
- Actively support recruitment, orientation, open days, and outreach events to promote student career readiness and institutional visibility
- Provide support in conducting student focus groups, surveys, and employer meetings to assess needs and tailor career services accordingly

Alumni Relations

- Build and sustain a dynamic alumni network that supports mentorship, employment, and collaborative opportunities for current students and recent graduates
- Maintain an alumni database and track graduate career progression and accomplishments
- Plan alumni events, communications, and collaborations that strengthen institutional ties
- Explore funding opportunities in coordination with the leadership team of university

Dual Career Support

- Provide tailored career counseling, job search assistance, and professional development resources for spouses/partners of faculty members relocating to the UAE
- Liaise with local, institutions, organizations, and professional networks to identify suitable employment, academic, or volunteer opportunities



- Coordinate informational sessions and networking events to support integration into the UAE's professional landscape and social community
- Maintain a database of employment resources and partner organizations, and proactively match dual career candidates with relevant openings
- Collaborate with Human Resources and other institutional stakeholders to ensure dual career considerations are embedded in faculty recruitment and retention strategies
- Monitor and evaluate the effectiveness of the dual career support program and make recommendations for improvement based on feedback and evolving needs

Required Education

- Master's degree in Career Development, Education, HR, or a related field preferred

Professional Experience

- Minimum 5 – 8 years of experience in career services, student affairs, HR, or alumni relations, preferably in higher education or an international setting
- Demonstrated knowledge of UAE and global labor market trends
- Strong communication and interpersonal skills
- Arabic & English language is a requirement

Competencies and Skills

- Strategic networking and relationship-building
- Experience managing and analyzing career data and program feedback
- Knowledge of digital platforms for career management and alumni engagement
- Ability to work across cultures and adapt to a fast-paced, evolving environment
- Knowledge of university programs and operations, including Administrative and Academic Affairs, is preferred
- Strong interpersonal and communication skills with the ability to connect with students from diverse cultural and academic backgrounds
- Ability to work under pressure and manage multiple responsibilities simultaneously.
- A compassionate, empathetic approach to student issues with a strong commitment to student success
- Proficient in using student management software and office productivity tools
- Arabic and English proficiency is required
- Strong organizational and administrative skills
- Knowledge of well-being services and mental health support strategies in a university setting



How to Apply

If you are interested, please submit your CV and Cover Letter via email to careers@gsu.ac.ae. 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. UAE residents are preferred.



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